Excellence Through Training

LANTFLT MTAT

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT
S-6 and S-8 DIVISIONS

MANAGEMENT TRAINING AND ASSISTANCE TEAM

APPROVED BY:

CODE N412C	**MTAT PROJECT MGR**

LANTFLTMTATPUB
IBSFPD - 006
REV: SEPT 00

Date: _____

MEMORANDUM

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), RECOMMENDATIONS FOR**

1. Type of recommendation:

( ) Revision ( ) Change
( ) Addition ( ) Deletion

2. The following are the recommendations for improvement of the PDP pertaining to paragraph _____:

( ) Attached ( ) As follows:

_____
_____
_____
_____
_____
_____

_____
(Requester's Signature)

ENDORSEMENT

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), TASKING FOR**

1. The above recommendations are:

( ) Approved ( ) Disapproved

2. Request take appropriate action.

Date: _____ _____
Control # _____ (Approval Signature)

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

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SECTION 7: LESSON PLANS

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIA: LOCATION AUDIT

STUDY OUTLINE
SECTION 1

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIA: LOCATION AUDIT

STUDY GUIDE
SECTION 2

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

LOCATION-AUDIT MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

STUDY GUIDE

SECTION 2

CONTROL RECORD

Trainee Name: _____

Start Date: _____

Target Completion Date: _____

Actual Completion Date: _____

Certified By:

Supervisor	Date	Div. LCPO/Div. Officer	Date
_____	_____	_____	_____

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

SECTION 2: STUDY GUIDE

A. INTRODUCTION

1. IBS Version 4.0. System programmers using "C" computer language and the database management package of FoxPro Version 2.5 (for MS-Windows Version 3.1 or higher) have completed the Version 4.0 upgrade of the Integrated Barcode System (IBS) Program. It includes all changes that fleet users requested and prepares the IBS Program for operation in the forthcoming SNAP III (UNIX) environment. This document includes all features and processing procedures for Version 4.0 of the IBS Program.

2. Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

a. Improvement in supply effectiveness,

b. Improvement in repairables management,

c. Reduction in the number of redistributable assets on board (RAB),

d. Reduction in the number of redistributable assets on order (RAO),

e. Reduction in the number of deficiencies to requisitioning objectives (Def-to-RO),

f. Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intrafleet Supply Support Operations Team (ISSOT) Program.

3. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

a. On the ship - financial supervisors and personnel in the Stock Control Division,

b. At the type commander - AV-207 inventory and financial managers and the Comptroller,

c. At the Defense Finance and Accounting Service (DFAS) - inventory and financial managers.

4. System Administration. The System Administration (Sys Admin) Option on the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

a. Conducting inventories;
b. Q-COSAL and system administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location-audit, and consolidation functions.

5. Site Setup. The System Administration Function has the Site Setup Option that allows you to select the following control data:

a. Site Name,
b. Site Service Code,
c. Site UIC,
d. Site Routing ID,
e. Forced Receipt Days,
f. Data Purge Days,
g. DTO POD Indicator,
h. Remote Site Indicator,
i. Supported UIC Indicator,
j. Process X72s.

In Version 4.0 of the IBS Program, you do not need to establish nor change the date and time, because “Windows” provides a system clock.

6. Common Options. Version 4.0 of the IBS Program provides the following options on most selection screens:

a. Add,
b. Cancel,
c. Delete,
d. Done,
e. First,
f. Help,
g. Last,
h. Next,
i. OK,
j. Previous,
k. Print,
l. Update.

7. Help Function. Version 4.0 of the IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. Contents.
b. Calculator.
c. Calendar.
d. About.

8. Coordinator Responsibilities. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. These individuals are the focal points for solving all problems that relate to the IBS Program. Additional duties of IBS and site coordinators as they relate to the IBS Program are as follows:

a. Monitor IBS team performance,
b. Obtain data extracts,
c. Review and distribute IBS reports.

9. Management and Analysis of IBS Reports. This process is the key to ensuring a successful location audit. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that processed through the IBS Program. These reports will help you identify erroneous conditions and potentially weak areas.

B. SCANNER MANAGEMENT

1. General. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to the location-audit processing module of the Integrated Barcode System (IBS). The scanner eliminates the vast number of hours that personnel previously expended in manually processing documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly than before.

2. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host Computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser gun or pencil wand,
b. Computer chip,
c. Upload and download cable,
d. Battery pack,
e. Battery charger,
f. Internal battery,
g. Bar-code label printer,
h. Bar-code label printer supplies.

3. Sources of Supply. Contact COMNAVAIRLANT N412C6 for guidance on all maintenance and procurement actions related to INTERMEC equipment.

4. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

5. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Inventory Option,
(2) Location Audit Option,
(3) Receiving Option,
(4) Next Page Option;

b. The following options appear on the second screen:

(1) Relocation Option,
(2) Transfer Option,
(3) Sys Admin Option,
(4) Help Option.

6. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

7. SUADPS-RT Interface. You cannot transfer any location-audit information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location generated during a location-audit process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment and a DI X09 transaction (delete) for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

8. Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

9. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

10. Scanner Number. This number appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

11. Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

a. Ensure no records remain on the scanners,
b. Check date and time data.

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

C. BAR-CODE MANAGEMENT

1. General. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and add other records.

2. Data-management Tool. As a data-management tool, the IBS Program uses bar-code technology to facilitate the following:

a. Conducting inventory and location-audit processes,
b. Processing receipts,
c. Executing quality-assurance audits.

3. Objectives. Inventory-control and related procedures in this section have the following objectives:

a. Ensure the accuracy of information in the Basic Material File;

b. Provide an in-depth analysis of IBS inventory reports for more effective stock management;

c. Present methods for effective management of inventory requirements, adjustments, and related functions.

4. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

a. Minimizes the number of work-hours that personnel spend on processing functions using labor-intensive, nonmechanized procedures;

b. Eliminates inefficient manual-count methods;

c. Serves as a valuable tool for on-board inventory and stock-location validity improvement programs;

d. Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

e. Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

f. Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

g. Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

(1) Spot Inventory Aids List,

(2) Suspense Listing,

(3) Material obligation validation (MOV) processing for stock and direct turn-over (DTO) material;

h. Reduces the workload in the Stock Control Division by accomplishing *up-front* validation and error correction;

i. Enhances causative research procedures;

j. Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

5. Functions.

a. Generate Bar-code Labels. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

b. Edit Bar-code Labels. This function allows you to modify bar-code records in the Print File or to add or delete records. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

c. Select a Bar-code Printer Setup. This function allows you to set up the type of printer you will use to produce bar-code labels. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

D. PREPARATION PROCEDURES

1. Conduct General Briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point. This is the place where personnel accomplish the following;

(1) Pick-up and turn-in scanners,
(2) Obtain fresh batteries.

b. Site Supervisor. This is the individual that will accomplish the following;

(1) Assist personnel that have problems with scanners,
(2) Answer questions regarding processing procedures.

c. Types of Functions. Discuss the following:

(1) Location-audit processing,
(2) Inventories,
(3) Receipts in process,
(4) Material stowage,
(5) Consolidation,
(6) Relocation,
(7) Scanner transfers,
(8) Reviewing and clearing data.

d. Working Areas. Discuss the various areas you will use for storeroom, shipment, and document processing.

e. Training. Cover the following fundamental topics:

(1) Basic scanner functions;

(2) Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. Establish System Configuration. This function allows you to configure your system for the Integrated Barcode System (IBS) Program. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

3. Establish Control Data. This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

4. Establish System Passwords. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

5. Transfer Screen Data to a Scanner. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

6. Use the Databases Function. This function allows you to re-create databases that have corrupt data as well as to repack the data within them. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

7. Print the IBS Log Report. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

8. Scanner Maintenance.

a. Accomplish Routine Maintenance. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

b. Install IBSV4 Chip to Scanner. The step-by-step procedures for this process are in the desk guide (Section 6).

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds (instead of only one) after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay.

(1) External Battery Pack. The step-by-step procedures for periodically checking the charge on the battery pack and preventing a low-charge warning are in the desk guide (Section 6) of this package.

(2) Internal Lithium Batteries. The step-by-step procedures for periodically checking the charge on the internal battery and preventing a low-charge warning are in the desk guide (Section 6) of this package.

d. Reconfigure Scanner. You will need to reconfigure the scanner if the charge of the internal battery is low or if the chip requires replacement. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9. Check Scanners Before Using.

a. Ready Scanners With No Data on File. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

b. Ready Scanners With Data Not Yet Transferred. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

c. Ready Scanners With Data Transferred But Not Erased. If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though you already transferred the old file once. The step-by-step procedures for checking scanners are in the desk guide (Section 6) of this package.

d. Ready Scanners With Data Transfer Questionable. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

E. LOCATION-AUDIT PROCEDURES

1. General. The Location-Audit Program validates the location of material in a particular storage area to ensure it agrees with data in the Basic Material File (BMF). Personnel usually schedule location-audit processes immediately before a scheduled inventory. In addition, you can use a location-audit process and the reports it generates to identify the items personnel found in locations that do not appear in the BMF, records with national item identification numbers (NIIN) that do not appear in SUADPS-RT files, and those items that are in an excessive number of locations. Audit all locations in a storage area at least once a year. The timing of the location audit is essential to ensuring that an inventory has a 100% location validity. We cannot overemphasize the value of a proper preparation for an inventory. A well-managed location-audit program accomplishes the following:

a. Improves inventory accuracy and supply efficiency,
b. Ensures maximum utilization of available storage space,
c. Reduces the efforts necessary to conduct an inventory.

2. Types of Location Audit. There is only one type of location-audit process available in Version 4.0 of the IBS Program. It functions in the same manner as a random location audit in Version 3.0.02. This location-audit process helps personnel identify potential problems in the validity of location data.

3. Procedures. The schedule of events for a location audit is as follows:

a. Schedule location audits for a particular storage area until you achieve a 100% validity,

b. Select the parameters to input to the PC,

c. Transfer scanner data to the PC,

d. Process a NIIN match,

e. Transfer BMF data to the PC,

f. Produce location-audit reports,

g. Review reports and correct any discrepancies you find.

4. Report Generation. The IBS Program only allows you to produce cumulative reports for a location audit. These are reports that contain all records residing on location-audit files.

5. Program Scanners for Processing. This function allows you to ensure all scanners are ready for personnel to use before beginning the location-audit process. This includes the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,

b. Ensuring no two scanners have the same identification number,

c. Verifying that the identification number for the location audit is unique and identical to the one you entered to the PC.

The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

6. Schedule the Process. This function allows you to schedule the location-audit on the PC. To do this you must first establish parameters in the PC. The step-by-step procedures for this process are in the desk guide (Section 6) of this package. (If you do not schedule a location audit on the PC, the system will automatically schedule it upon transfer of location-audit data from a scanner.)

7. Issue Scanners to Team Personnel. Distribute the scanners to the individuals that will conduct the location-audit process. They must proceed to the storerooms and select material for processing as necessary. Assign location ranges for all audit team members and then log the assignments to a tracking form. In this process, you do not transfer any BMF data to a scanner before beginning the audit. Instead, audit personnel take a scanner to the target storeroom and select items to scan, or manually key in the data. They must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Damage to the scanner,
b. Failure of the battery,
c. Problems with key entry.

8. Transfer Data From Scanners to the PC. This function allows you to transfer data from scanners to the PC after audit personnel scan all records within assigned locations or if they reach the 500 record limit. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9. Print the Download Report. This function allows you to print a report of the data that the system transferred for each scanner file but did not update. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

10. Conduct a Manual QA Process. This function allows quality-assurance (QA) personnel to use the Download Report to periodically verify scanner data. The Location Audit Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

11. Edit Scanner Data. This function allows you or the leader of the QA team to correct erroneous data noted by personnel conducting the QA check if they were unable to make corrections on the scanner. The IBS Program will not allow you to access scanner files after you check their validity and accept the scanner data. Consequently, you must make necessary changes to the files before processing. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

12. Process Accepted and Rejected Scanner Data. This function allows you to either accept or reject data in scanner files depending on its validity rate after personnel complete quality-assurance checks. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

13. Conduct a NIIN Match Process. This function allows you to compare transfer data to data in the BMF. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

14. Transfer Data From the Host to the PC. This function allows you to transfer mini-BMF data to the PC at any point after creating it. If you already transferred data during the NIIN-match process, this procedure is no longer necessary. Use this option only when the transfer of data to the PC was unsuccessful or personnel in the ADP Division executed the job at night. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

15. Generate Reports. This function allows you to produce reports for a location-audit process. These reports contain all records that are on location-audit files. The IBS Program allows you to select to print these reports at any point after you transfer data from the last scanner and update the PC. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

16. Research and Correct Reports. This function allows you to research erroneous records and correct them, when necessary. The procedures that are unique to individual reports are in the desk guide (Section 6) of this package. The step-by-step procedures that are common to all reports are in the desk guide (Section 6) of this package.

17. Edit Output Data. As a result of the research you performed, edit the DI X09 File as necessary to reflect any changes. The IBS Program automatically generates adjustment transactions (DI X09) for all items that personnel found in new locations during the audit. If the number of changes is small, process them through SUADPS-RT interactively instead of transferring the file to the Host for batch processing. You can edit data in the DI X09 File that the IBS Program generated to include any changes that are the result of your research. Use the Line Editor Function to accomplish this process.

18. Transfer Adjustment Data to the Host. This function allows you to transfer data to the Host for batch processing after completing all corrections to the DI X09 File. The IBS Program will generate a location-changes file for batch processing. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

19. Cancel the Process. This function allows you to permanently stop a location-audit job that is currently in process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

20. Remove the Process. This function allows you to remove a location-audit job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a canceled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

21. Check the Status of the Process. This function allows you to check a location-audit process any time after scheduling it to verify its status. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

F. MOVERS CONSOLIDATION PROCEDURES

1. General. The Consolidation Module of the IBS Program helps personnel validate material in one particular storage area and then move it to another storage area. It also helps reduce the excessive number of locations on the BMF. In addition, you can use the consolidation process and the reports the system generates to identify quantity discrepancies, locations that do not appear in SUADPS-RT, and candidates for location changes. The timing of these processes is essential to ensuring the validity of inventory location data. A well-managed consolidation program accomplishes the following:

a. Improves inventory accuracy and supply efficiency,
b. Ensures maximum utilization of available storage space,
c. Reduces the efforts you require to conduct an inventory.

2. Types of Consolidation. There are three types of consolidation processes available:

a. Movers Consolidation Process. This process helps personnel identify high-demand-usage items that require removal and subsequent placement in a storage area for movers.

b. Non-movers Consolidation Process. This process helps personnel identify slow-demand-usage items that require removal and subsequent placement in a storage area for non-movers.

c. Excess Consolidation Process. This process helps personnel identify items with an excessive number of locations in the BMF. It provides a mechanized method for reducing an excessive number of locations in the BMF and consolidating them into a more manageable number of locations.

3. Procedures. The schedule of events for a consolidation process is as follows:

a. Schedule a consolidation process for a particular storage area,

b. Select the parameters for input to the PC,

c. Conduct the consolidation process,

d. Transfer relocation scanner data to the PC,

e. Generate discrepancy reports and correct as necessary,

f. Transfer adjustment data to the Host.

During the consolidation process, you can schedule only one active movers, non-movers, or excess location consolidation process on the PC at one time.

4. Report Generation. The IBS Program only allows you to generate cumulative reports for a consolidation process. These reports contain all records that reside on consolidation files.

5. Program Scanners for Processing. This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process for a movers consolidation. This includes the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,

b. Ensuring no two scanners have the same identification number,

c. Verifying that the identification number for the consolidation is unique and identical to the one you entered to the PC.

The step-by-step procedures for both mass-move and item-by-item relocation processing are in the desk guide (Section 6) of this package.

6. Schedule the Process. This function allows you to schedule a movers consolidation process and to establish parameters within the PC for it. Without this procedure, you will not be able to transfer data when necessary. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

7. Transfer Parameter Data From the PC to the Host. This function allows you to transfer parameter data from the PC to the Host system in the following cases:

a. If your previous transfer was unsuccessful,
b. If you selected to execute the process at night.

The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

8. Transfer Data From the Host to the PC. This function allows you to transfer mini-BMF data from the PC to the Host system in the following cases:

a. If your previous transfer was unsuccessful,
b. If you selected to run the process at night.

The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9. Schedule a Relocation Process. This function allows you to schedule a relocation process on the PC. Without this procedure, you will not be able to transfer data from a scanner. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

10. Issue Scanners to Team Personnel. Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 500 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Scanner damage,
b. Battery failure,
c. Key entry problems.

11. Transfer Data From a Scanner to the PC. This function allows you to transfer data to the PC after relocation personnel scan all records within assigned locations or if they reach the 500-record limit. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

12. Print the Download Report. This function allows you to generate a report of the relocation data you transferred for each scanner file that the system did not update. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

13. Conduct a QA Check. This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

14. Edit Scanner Data. This function allows you to correct erroneous data that personnel noted during the relocation process but were unable correct on the scanner. Only you or the leader of the relocation team should make these corrections. The IBS Program will not allow you to access scanner files after you check their validity and accept the scanner data. Consequently, you must make necessary changes to the files before processing. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

15. Generate Reports. This function allows you to select to print these reports at any point after you transfer data from the scanner and accept it. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

16. Research and Correct Reports. Once the system generates reports, you need to research records and identify those that are erroneous.

17. Edit Output Data. This function allows you to edit records in the output file to reflect any corrections. The IBS Program automatically generates adjustment transactions for all items that require location changes during the relocation process. Edit the DI X09 File that the IBS Program generates to include any changes you made because of the research and then transfer. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

18. Transfer Adjustment Data to the Host. This function allows you to transfer data to the Host for batch processing once you complete all corrections to the DI X09 File. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

19. Cancel the Process. This function allows you to permanently stop a consolidation job that is currently in process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

20. Remove the Process. This function allows you to remove a consolidation job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a cancelled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

G. NON-MOVERS CONSOLIDATION PROCEDURES

1. General. The Consolidation Module of the IBS Program helps personnel validate material in one particular storage area and then move it to another storage area. It also helps reduce the excessive number of locations on the BMF. In addition, you can use the consolidation process and the reports the system generates to identify quantity discrepancies, locations that do not appear in SUADPS-RT, and candidates for location changes. The timing of these processes is essential to ensuring the validity of inventory location data. A well-managed consolidation program accomplishes the following:

a. Improves inventory accuracy and supply efficiency,
b. Ensures maximum utilization of available storage space,
c. Reduces the efforts you require to conduct an inventory.

2. Types of Consolidation. There are three types of consolidation processes available:

a. Movers Consolidation Process. This process helps personnel identify high-demand-usage items that require removal and subsequent placement in a storage area for movers.

b. Non-movers Consolidation Process. This process helps personnel identify slow-demand-usage items that require removal and subsequent placement in a storage area for non-movers.

c. Excess Consolidation Process. This process helps personnel identify items with an excessive number of locations in the BMF. It provides a mechanized method for reducing an excessive number of locations in the BMF and consolidating them into a more manageable number of locations.

3. Procedures. The schedule of events for a consolidation process is as follows:

a. Schedule a consolidation process for a particular storage area,
b. Select the parameters for input to the PC,
c. Conduct the consolidation process,
d. Transfer relocation scanner data to the PC,
e. Generate discrepancy reports and correct as necessary,
f. Transfer adjustment data to the Host.

During the consolidation process, you can schedule only one active movers, non-movers, or excess location consolidation process on the PC at one time.

4. Report Generation. The IBS Program only allows you to generate cumulative reports for a consolidation process. These reports contain all records that reside on consolidation files.

5. Program Scanners for Processing. This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process for a non-movers consolidation. This includes the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,

b. Ensuring no two scanners have the same identification number,

c. Verifying that the identification number for the consolidation is unique and identical to the one you entered to the PC.

The step-by-step procedures for mass-move and item-by-item relocation processing are in the desk guide (Section 6) of this package.

6. Schedule the Process. This function allows you to schedule a non-movers consolidation process and to establish parameters within the PC for it. Without this procedure, you will not be able to transfer data when necessary. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

7. Transfer Parameter Data From the PC to the Host. This function allows you to transfer BMF data from the PC to the Host system in the following situations:

a. If your previous transfer to the PC was unsuccessful,
b. If you selected to execute the job at night.

The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

8. Transfer Data From the Host to the PC. This function allows you to transfer the mini-BMF to the PC for further transfer to scanners. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9. Schedule a Relocation Process. This function allows you to schedule a relocation process on the PC. Without this procedure, you will not be able to transfer data from a scanner. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

10. Issue Scanners to Team Personnel. Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 500 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Scanner damage,
b. Battery failure,
c. Key entry problems.

11. Transfer Data From a Scanner to the PC. This function allows you to transfer data to the PC after relocation personnel scan all records within assigned locations or if they reach the 500-record limit. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

12. Print the Download Report. This function allows you to generate a report of the relocation data you transferred for each scanner file that the system did not update. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

13. Conduct a QA Check. This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

14. Edit Scanner Data. This function allows you to correct erroneous data that personnel noted during the relocation process but were unable to correct on the scanner. Only you or the leader of the relocation team should make these corrections. The IBS Program will not allow you to access scanner files after you check their validity and accept the scanner data. Consequently, you must make necessary changes to the files before processing.

The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

15. Generate Reports. This function allows you to select to print these reports at any point after you transfer data from the scanner and accept it. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

16. Research and Correct Reports. Once the system generates reports, you need to research records and identify those that are erroneous.

17. Edit Output Data. This function allows you to edit records in the output file to reflect any corrections. The IBS Program automatically generates adjustment transactions for all items that require location changes during the relocation process. Edit the DI X09 File that the IBS Program generates to include any changes you made because of the research and then transfer. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

18. Transfer Adjustment Data to the Host. This function allows you to transfer data to the Host for batch processing once you complete all corrections to the DI X09 File. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

19. Cancel the Process. This function allows you to permanently stop a consolidation job that is currently in process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

20. Remove the Process. This function allows you to remove a consolidation job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a cancelled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

H. EXCESS-LOCATIONS CONSOLIDATION PROCEDURES

1. General. The Consolidation Module of the IBS Program helps personnel validate material in one particular storage area and then move it to another storage area. It also helps reduce the excessive number of locations on the BMF. In addition, you can use the consolidation process and the reports the system generates to identify quantity discrepancies, locations that do not appear in SUADPS-RT, and candidates for location changes. The timing of these processes is essential to ensuring the validity of inventory location data. A well-managed consolidation program accomplishes the following:

a. Improves inventory accuracy and supply efficiency,
b. Ensures maximum utilization of available storage space,
c. Reduces the efforts you require to conduct an inventory.

2. Types of Consolidation. There are three types of consolidation processes available:

a. Movers Consolidation Process. This process helps personnel identify high-demand-usage items that require removal and subsequent placement in a storage area for movers.

b. Non-movers Consolidation Process. This process helps personnel identify slow-demand-usage items that require removal and subsequent placement in a storage area for non-movers.

c. Excess Consolidation Process. This process helps personnel identify items with an excessive number of locations in the BMF. It provides a mechanized method for reducing an excessive number of locations in the BMF and consolidating them into a more manageable number of locations.

3. Procedures. The schedule of events for a consolidation process is as follows:

a. Schedule a consolidation process for a particular storage area,
b. Select the parameters for input to the PC,
c. Conduct the consolidation process,
d. Transfer relocation scanner data to the PC,
e. Generate discrepancy reports and correct as necessary,
f. Transfer adjustment data to the Host.

During the consolidation process, you can schedule only one active movers, non-movers, or excess location consolidation process on the PC at one time.

4. Report Generation. The IBS Program only allows you to generate cumulative reports for a consolidation process. These reports contain all records that reside on consolidation files.

5. Program Scanners for Processing. This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process for an excess-location consolidation. This involves the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,

b. Ensuring no two scanners have the same identification number,

c. Verifying that the identification number for the consolidation is unique and identical to the one you entered to the PC.

The step-by-step procedures for both mass-move and item-by-item processes are in the desk guide (Section 6) of this package.

6. Schedule the Process. This function allows you to schedule an excess-location consolidation process and to establish parameters within the PC for it. Without this procedure, you will not be able to transfer data when necessary. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

7. Transfer Parameter Data From the PC to the Host. This function allows you to transfer BMF data from the PC to the Host system in the following situations:

a. If your previous transfer to the PC was unsuccessful,

b. If you select to execute the job at night.

The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

8. Transfer Data From the Host to the PC. This function allows you to transfer the mini-BMF to the PC for further transfer to scanners. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9. Schedule a Relocation Process. This function allows you to schedule a relocation process on the PC. Without this procedure, you will not be able to transfer data from a scanner. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

10. Issue Scanners to Team Personnel. Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select

material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 500 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Scanner damage,
b. Battery failure,
c. Key entry problems.

11. Transfer Data From a Scanner to the PC. This function allows you to transfer data to the PC after relocation personnel scan all records within assigned locations or if they reach the 500-record limit. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

12. Print the Download Report. This function allows you to generate a report of the relocation data you transferred for each scanner file that the system did not update. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

13. Conduct a QA Check. This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

14. Edit Scanner Data. This function allows you to correct erroneous data that personnel conducting the relocation process noted but were unable to correct on the scanner. Only you or the leader of the relocation team should make these corrections. The IBS Program will not allow you to access scanner files after you check their validity and accept the scanner data. Consequently, you must make necessary changes to the files before processing. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

15. Generate Reports. This function allows you to select to print these reports at any point after you transfer data from the scanner and accept it. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

16. Research and Correct Reports. Once the system generates reports, you need to research records and identify those that are erroneous.

17. Edit Output Data. This function allows you to edit records in the output file to reflect any corrections. The IBS Program automatically generates adjustment transactions for all items that require location changes during the relocation process. Edit the DI X09 File that the IBS Program generates to include any changes you made because of the research and then transfer. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

18. Transfer Adjustment Data to the Host. This function allows you to transfer data to the Host for batch processing once you complete all corrections to the DI X09 File. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

19. Cancel the Process. This function allows you to permanently stop a consolidation job that is currently in process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

20. Remove the Process. This function allows you to remove a consolidation job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a cancelled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

I. RELOCATION PROCEDURES

1. General. The Relocation (RELOC) Data Processing Module of the IBS Program assembles and validates national stock number (NSN) and location information for items you moved from one storage location to another. It then combines that information with the quantity and other data for each item and allows you to export it to SUADPS-RT. In addition, you can use this process and the reports it generates to identify items that still require stowing, quantity discrepancies, and material not found. The timing of this process is essential to ensuring the location validity of an inventory. A well-managed relocation program accomplishes the following:

a. Improves inventory accuracy and supply efficiency,
b. Ensures maximum utilization of available storage space,
c Reduces the efforts necessary to conduct an inventory.

2. Types of Relocation Processes. There are two types of relocation processes available:

a. Mass Move. Use this option only if there is a large amount of material that requires moving and relocating.

b. Item-by-Item. Storage personnel use this option to move material from one location and then place it in another during routine storeroom operations.

The procedures on the PC are identical for both mass-move and item-by-item relocation processes.

3. Sequence. The schedule of events for a relocation process is as follows:

a. Schedule a relocation process for a particular storage area,
b. Select the parameters for input to the PC,
c. Conduct the relocation process,
d. Transfer scanner data to the PC,
e. Process a NIIN match,
f. Transfer BMF data to the PC,
g. Update process,
h. Produce discrepancy reports and correct as necessary,
i. Transfer adjustment data to the Host.

4. Report Generation. The IBS Program only allows you to produce cumulative reports for the relocation process. These reports contain all records that reside on relocation files. The following reports are available as a result of this process:

a. Matched Removed and Stow Records,
b. Removed Items Not Stowed,
c. Stowed Items Not Removed,
d. Quantity Discrepancies,
e. Completed Records,
f. Material Not Found Report.

5. Program Scanners for Processing. This function allows you to ensure all scanners are ready for personnel to use before beginning a relocation process. This involves the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,

b. Ensuring no two scanners have the same identification number,

c. Verifying that the identification number for the relocation is unique and identical to the one you entered to the PC.

The step-by-step procedures for both mass-move and item-by-item processes are in the desk guide (Section 6) of this package.

6. Schedule the Process. This function allows you to schedule a relocation process on the PC. Without this procedure, you will not be able to transfer data from a scanner. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

7. Issue Scanners to Team Personnel. Distribute scanners to the individuals that will conduct the relocation process. In this process, you do not transfer any BMF data to a scanner before beginning. This process requires that personnel proceed to the storerooms and select material for processing as necessary. Assign location ranges to all team members and then log the assignments onto a tracking form. They must enter data for no more than 500 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Scanner damage,
b. Battery failure,
c. Key entry problems.

8. Transfer Data From a Scanner to the PC. This function allows you to transfer data to the PC after relocation personnel scan all records within assigned locations or if they reach the 500-record limit. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

9. Print the Download Report. This function allows you to generate a report of the relocation data you transferred for each scanner file that the system did not update. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

10. Conduct a QA Check. This function allows quality assurance (QA) personnel to periodically verify scanner data. The Relocation Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

11. Edit Scanner Data. This function allows you to correct erroneous data that personnel conducting the relocation noted but were unable to correct on the scanner. Only you or the leader of the relocation team should make these corrections. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

12. Generate Reports. This function allows you to select to print these reports at any point after you transfer data from the scanner and accept it. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

13. Research and Correct Reports. Once the system generates reports, you need to research records and identify those that are erroneous.

14. Edit Output Data. This function allows you to edit records in the output file to reflect any corrections. The IBS Program automatically generates adjustment transactions for all items that require location changes during the relocation process. Edit the DI X09 File that the IBS Program generates to include any changes you made because of the research and then transfer. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

15. Transfer Adjustment Data to the Host. This function allows you to transfer data to the Host for batch processing once you complete all corrections to the DI X09 File. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

16. Cancel the Process. This function allows you to permanently stop a relocation job that is currently in process. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

17. Remove the Process. This function allows you to remove a relocation job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a cancelled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

18. Check the Status of the Process. This function allows you to check a relocation process any time after scheduling it to verify its status. The step-by-step procedures for this process are in the desk guide (Section 6) of this package.

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIA: LOCATION AUDIT

SKILLS CERTIFICATION SECTION 3

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

SECTION 3: SKILLS' CERTIFICATION

A. INTRODUCTION

1. General. This questionnaire has the objective of enhancing your skills through research and study about IBS location-audit procedures and processing. The ever-changing policies and procedures in the Navy Supply System create a continuing challenge for you to upgrade your skills in a sustained effort. Answer all questions in this section, either orally or in writing, in the presence of your immediate supervisor. The supervisor will certify your qualification based on the accuracy of your answers and your proven knowledge concerning subject matter. If you fail to qualify during this period, obtain additional training until you achieve full qualification.

B. QUESTIONS

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div. Officer	Date
1.	Who evaluates the performance of personnel using the IBS Program to ensure they use it efficiently and accurately in all aspects of functional processing?	_____	_____	_____	_____
2.	Which individual is responsible for obtaining data extracts from SUADPS-RT (mini-BMF) for use in IBS program processing?	_____	_____	_____	_____
3.	Who is responsible for distributing the reports that IBS generates?	_____	_____	_____	_____
4.	Which option from the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes?	_____	_____	_____	_____
5.	Version 4.0 of the IBS Program allows you to recreate databases that have corrupt data as well as to repack the data within them. True or False (circle one)	_____	_____	_____	_____
6.	Which Version 4.0 report lists all operators that have access to the system and the functions they accomplish?	_____	_____	_____	_____
7.	What options does the On-line Help Function of the IBS program provide?	_____	_____	_____	_____
8.	What options does the Help Option provide when a dialog box appears?	_____	_____	_____	_____

B. QUESTIONS (CON'T)

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div. Officer	Date
9.	What type of bar-code reader does the IBS program use to gather data for inventory, location-audit, receipt, consolidation, and relocation processing?				
10.	Who is responsible for scanner management?				
11.	What actions must the IBS Coordinator complete before turning scanners over to processing personnel?				
12.	The RT-IMS process produces the BMF data file (mini-BMF) that the IBS program uses for various functions. True or False (circle one)				
13.	You must change scanner file data before validating and updating, because the IBS program will not allow you to do so afterward. True or False (circle one)				
14.	The purge-date function of Version 4.0 of the IBS program removes from file all data for a canceled or completed process after how many days?				
15.	What is the maximum number of records that you should transfer from the PC to a scanner for a location-audit process?				

B. QUESTIONS (CON'T)

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div. Officer	Date
16.	What are the benefits of a well-managed location-audit program?	_____	_____	_____	_____
17.	Unless you set a particular value in the Data Purge Days Data Field, after how many days does the IBS program automatically purge history files if transactions processed?	_____	_____	_____	_____

C. ANSWERS

1. IBS or site coordinator.
2. IBS or site coordinator.
3. IBS or site coordinator.
4. Sys Admin.
5. True.
6. IBS log.
7. Contents, Calculator, Calendar, and About.
8. Contents, Search, Back, and History.
9. INTERMEC 9440 Scanner Reader.
10. IBS or site coordinator.
11. a. Ensure no records remain on scanners,
    b. Check date and time data,
    c. Configure scanners for processing.
12. True.
13. True.
14. 90 days.
15. 300 records.
16. a. Improves accuracy and supply efficiency,
    b. Ensures maximum use of available storage space,
    c. Reduces the physical requirements of conducting an inventory.
17. 90 days.

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIA: LOCATION AUDIT

HANDS-ON SKILL DEVELOPMENT SECTION 4

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

SECTION 4: HANDS-ON SKILLS' DEVELOPMENT

A. INTRODUCTION

1. General. You must complete this section (mandatory for all candidates) to receive certification as fully qualified to perform the specific occupational functions that an IBS or site coordinator requires in location-audit processing. Complete all actions in this section in writing, orally, or by actual demonstration. The monitoring official must ensure that you are indeed functionally qualified.

2. References.

a. COMNAVAIRLANT/COMNAVAIRPACINST 4440.1 (Series), Chapters 4 and 10;
b. SUADPS-RT Support Procedures, Volume III, Chapter 4;
c. NAVSUP P-567, Chapter 3, Appendices 5 and 7.

B. OCCUPATIONAL SKILL REQUIREMENTS

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div.Officer	Date
1.	Explain and demonstrate the step-by-step procedures that the following processes require:				
	(a) Establish and change system configuration,	_____	_____	_____	_____
	(b) Establish and change control data,	_____	_____	_____	_____
	(c) Establish and change system passwords,	_____	_____	_____	_____
2.	Explain the basic day-to-day maintenance procedures that shipboard scanners require to remain in good working order.	_____	_____	_____	_____
3.	Demonstrate the procedures necessary to ensure scanners are ready for processing if they have *no data on file*.	_____	_____	_____	_____
4.	Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data not yet transferred*.	_____	_____	_____	_____
5.	Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data transferred but not erased*.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div.Officer	Date
6.	Demonstrate the procedures necessary to ensure scanners are ready for processing if the *data transfer is questionable*	_____	_____	_____	_____
7.	Describe the manner in which you need to conduct a briefing on the following topics before beginning any work or conducting training:				
	(a) Scanner control point,	_____	_____	_____	_____
	(b) IBS and site coordinators,	_____	_____	_____	_____
	(c) Types of functions and processes,	_____	_____	_____	_____
	(d) Working area and environment,	_____	_____	_____	_____
	(e) Training.	_____	_____	_____	_____
8.	Discuss the general procedures for processing a location audit. Then, explain the specific procedures necessary to accomplish the following actions:				
	(a) Schedule a location audit,	_____	_____	_____	_____
	(b) Program scanners for location-audit processing,	_____	_____	_____	_____
	(c) Conduct the location audit,	_____	_____	_____	_____
	(d) Transfer location-audit data from a scanner to the PC,	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div.Officer	Date
(e) Generate the location-audit download report,	_____	_____	_____	_____
(f) Correct the download report,	_____	_____	_____	_____
(g) Edit location-audit scanner data,	_____	_____	_____	_____
(h) Process accepted and rejected location-audit scanner data,	_____	_____	_____	_____
(i) Transfer location-audit scanner data from the PC to the Host,	_____	_____	_____	_____
(j) Transfer location-audit data from the Host to the PC,	_____	_____	_____	_____
(k) Generate the reports that result from the location-audit process,	_____	_____	_____	_____
(l) Research and correct location-audit reports,	_____	_____	_____	_____
(m) Edit location-audit output data,	_____	_____	_____	_____
(n) Generate and edit bar-code labels,	_____	_____	_____	_____
(o) Transfer location-audit adjustment data to the Host,	_____	_____	_____	_____
(p) Cancel the location audit,	_____	_____	_____	_____
(q) Remove the location audit.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

		Certified By:			
		Supervisor	Date	Div. LCPO/ Div.Officer	Date
9.	Describe the four basic situations you may encounter when checking scanners before providing them to audit personnel.	_____	_____	_____	_____

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIA: LOCATION AUDIT

TYCOM SEMINARS AND WORKSHOPS
SECTION 5

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

SECTION 5: TYCOM SEMINARS AND WORKSHOPS

1. Introduction. A key element in your progress for qualifying in location-audit processing is your attendance at seminars and workshops that the type commander sponsors. CNAL Management Training and Assistance Team (MTAT) personnel usually provide this type of formal training in Building V-88 at the Norfolk Naval Air Station. They provide a Seminar and Workshop Schedule to all activities annually through regular distribution channels and in the SUADPS Update Newsletter.

2. Minimum Requirements. The following is a list of seminars and workshops that we recommend you take towards qualification in this area:

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div.Officer**	**Date**
a. Basic SUADPS-RT Seminar,	_____	_____	_____	_____
b. Mid-level Management Seminar,	_____	_____	_____	_____
c. Financial Management Workshop,	_____	_____	_____	_____
d. C&H and A&G Summary Processing Workshop.	_____	_____	_____	_____

These seminars and workshops appear in the sequence that is most advantageous to your professional development.

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SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIA: LOCATION AUDIT

FUNCTIONAL DESK GUIDE
SECTION 6

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

SECTION 6: FUNCTIONAL DESK GUIDE

1. Introduction. Attached to this cover sheet is the desk guide that provides comprehensive information and detailed procedures that will help you operate in your new position. This desk guide is the following: Location-audit Management Procedures for the IBS Coordinator (FG - B1.8). After you successfully complete your studies and earn full qualification, you will have a mature understanding of location-audit management responsibilities in supporting the war-fighting capability of the ship. To help you continue in a successful mode should you enter new areas or encounter problems with which you are unfamiliar, this desk guide will be very handy.

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COMNAVAIRLANT

LOCATION-AUDIT MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE FG-B1.8

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFDG - 011
REV: SEPT 00

LOCATION-AUDIT MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE FG-B1.8

Table of Contents

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LOCATION-AUDIT MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

A. INTRODUCTION

1. General.

a. IBS Version 4.0. System programmers using "C" computer language and the database management package of FoxPro Version 2.5 (for MS-Windows Version 3.1 or higher) have completed the Version 4.0 upgrade of the Integrated Barcode System (IBS) Program. It includes all changes requested by fleet users and prepares the IBS Program for operation in the forthcoming SNAP III (UNIX) environment. This desk guide includes all features and processing procedures for Version 4.0 of the IBS Program.

b. Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

(1) Improvement in supply effectiveness,
(2) Improvement in repairables management,
(3) Reduction in the number of redistributable assets on board (RAB),
(4) Reduction in the number of redistributable assets on order (RAO),
(5) Reduction in the number of deficiencies to requisitioning objectives (Def-to-RO),
(6) Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intrafleet Supply Support Operations Team (ISSOT) Program.

c. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

(1) On the ship - financial supervisors and personnel in the Stock Control Division,

(2) At the type commander - AV-207 inventory and financial managers and the Comptroller,

(3) At the Defense Finance and Accounting Service (DFAS) - inventory and financial managers.

2. System Administration.

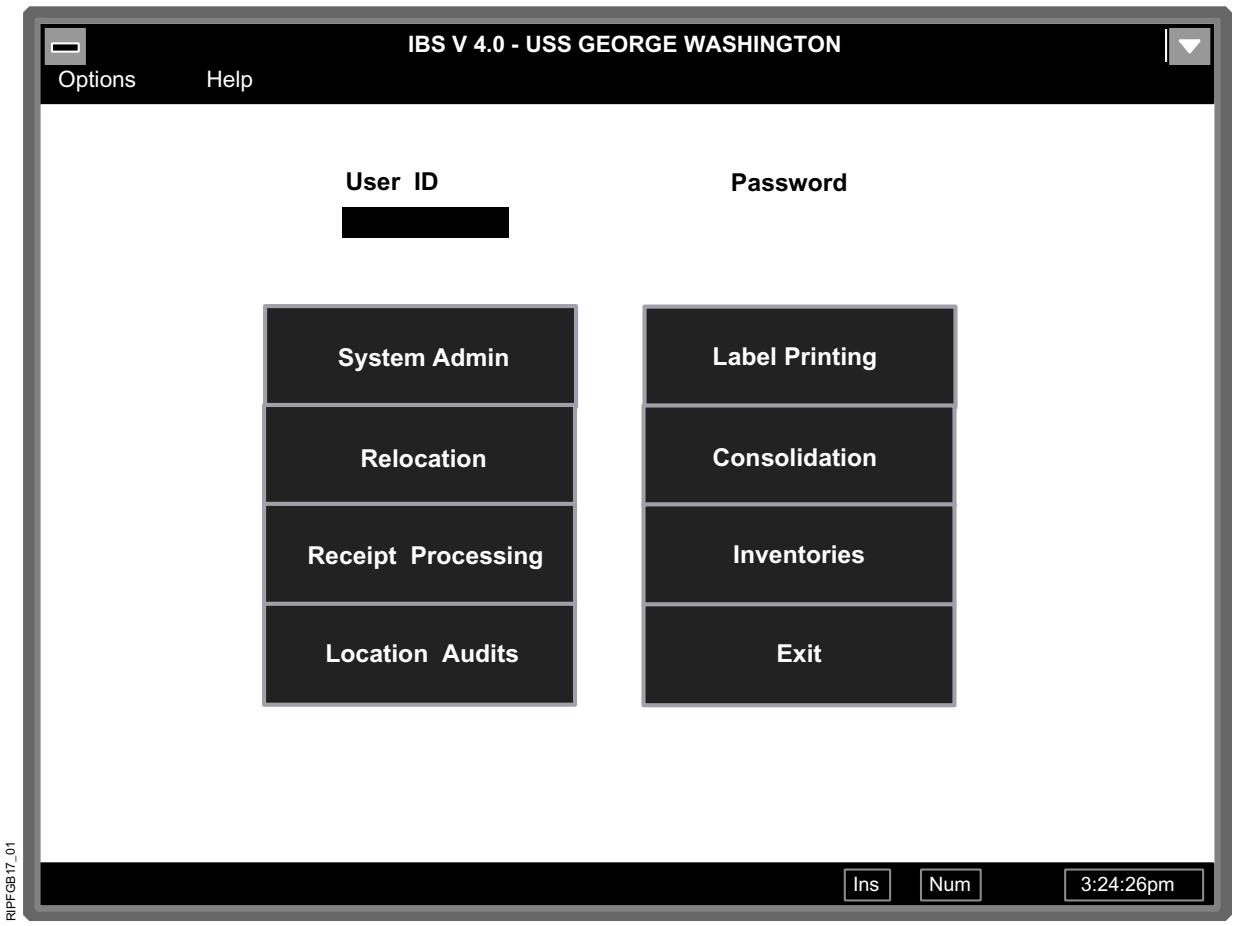


Figure 1

The System Administration (Sys Admin) Option on the IBS Main Menu Screen (Figure 1) allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

a. Conducting inventories;
b. Q-COSAL and system-administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location-audit, and consolidation functions.

3. Site Setup. The System Administration Function has the Site Setup Option that allows you to select the following control data:

a. Site Name. This data field consists of the name of your ship or unit and, if applicable, the ship's class and hull number. It may consist of a maximum of 25 alphabetic and numeric characters. The system will use this information for validation purposes when processing receipts and when executing other types of IBS functions.

b. Site Service Code. This data field is a one-digit alphabetic code that identifies the fleet that has cognizance over the site. Enter V for Atlantic Fleet units, R for Pacific Fleet units, and N for shore activities. The system then will use this information for validation purposes when processing receipts and when executing other types of IBS functions.

c. Site UIC. This data field is a five-digit numeric code that identifies the unit identification code (UIC) that functions as the accounting number for your ship or unit. The system will use this information for validation purposes when processing receipts and when executing other types of IBS functions.

d. Site Routing ID. This data field is a unique three-digit, alphabetic-numeric code that represents the address of an activity.

e. Forced Receipt Days. This data field is a numeric figure assigned by ship or unit personnel based on guidelines established by the type commander. It determines how many days may pass before the IBS Program arbitrarily completes the following;

(1) Stow transactions that do not have corresponding RIP transactions on file,
(2) RIP or stow transactions that have only a partial match.

f. Data Purge Days. This data field contains a value (in number of days) after which the system will remove data from completed or canceled processes. If you do not enter a value, the system defaults to a value of 90 days.

g. DTO POD Indicator.

(1) **General.** This data field allows you to set the Proof of Delivery Indicator in the Receipt Control Data Maintenance File for the following document-number series:

(a) G_ _ _ for not mission-capable-supply (NMCS) and partial-mission-capable supply (PMCS) items,

(b) G B_ _ _ for Broad-Arrow items,

(c) D_ _ _ or Y_ _ _ for awaiting-parts (AWP) requirements,

(d) W_ _ _ for casualty-reports (CASREP) material.

The POD indicator will prevent the receipt-in-process (RIP) record in IBS from automatically creating a DI X71. It also will establish an audit trail for incoming DTO exception categories.

(2) **Procedures.**

(a) To add or modify a POD indicator, select the PODs on DTOs Option. Set the POD indicator by entering a specific cognizance (COG) symbol or either a single- or two-position DTO serial number. Then, select the Add Option to complete the processing.

(b) To delete a POD indicator, select the particular POD indicator you wish to delete. Then, select the Delete Option.

h. Remote Site Indicator. This data field allows you to select a PC for use as a remote- or normal-site processor. The PC in S-8 will have a direct connection to the Host and thus will have a "normal-site" processing configuration. (On board aircraft carriers, configure the systems in both S-6 and S-8 divisions for normal-site processing and all others for remote-site processing. This allows personnel in both aviation and material divisions to have direct access to SUADPS-RT.) To set this indicator, select the Remote Site Option followed by the Update Option.

i. Supported UIC Indicator. This data field contains five-digit numeric codes that identify the units supported by your activity. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

(1) To add a UIC, select the Supported UIC Option. Then, enter the UIC you wish to add in the UIC Data Field and select the Add Option to input it to the database.

(2) To delete a supported UIC, select the Supported UIC Option. Select the UIC you wish to delete from those on the screen and then select the Delete Option to remove it from the database.

j. Process X72s. When you select this option, the IBS Program sends receipt-in-process transactions (DI X72) to SUADPS-RT. Select this option only if you need to send RIP data to SUADPS-RT. If you do not select this option, the DI X72 transaction will remain on the PC. To set this indicator, select the X72 Option and then the Update Option to input it to the database. This process is part of configuring any activity's system for the IBS Program.

4. Common Options. The IBS Program provides the following options on most selection screens:

a. Add. This option allows you to add a record to the file.

b. Cancel. This option allows you to abort a process.

c. Delete. This option allows you to remove a record from file.

d. Done. This option allows you to exit from a process.

e. First. This option allows you to access the first record on file.

f. Help. This option allows you to access the On-line Help Screen.

g. Last. This option allows you to access the last record on file.

h. Next. This option allows you to access the record that is on file immediately after the one on the screen.

i. OK. This option allows you to input data or to continue a process.

j. Previous. This option allows you to access the record that is on file just before the one on the screen.

k. Print. This option allows you to print a report.

l. Update. This option allows you to input a change or modification to a record already on file.

5. Help Function. The IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. Contents. This option shows all the data that relates to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish. (An alternative to selecting the Help Option is to press function key F1 to accomplish the same process.)

b. Calculator. This option provides the same functions as a standard calculator.

c. Calendar. This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assistance to others in identifying runs you require.

d. About. This option provides information about the development of Version 4.0 of the IBS Program. When a dialog box appears with a Help Option, select it or press function key F1 to view specific information about the dialog box. The selections near the top of the Help Window can help you locate desired information. Brief descriptions of the options available are as follows:

(1) Contents. This option shows a list of help topics available for the active module. (It functions in the same manner as the Contents Option in the previous subparagraph.)

(2) Search. When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

(3) Back. This option allows you to return to the previous topic.

(4) History. This option shows a chronological list of all help topics you viewed during the current "Windows" session.

6. Scanner Management. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to the location-audit processing module of the Integrated Barcode System (IBS). It also prevents the loss of the information contained in these through hand-to-hand shuffling. In the receiving process, for instance, a scanner can collect required information without personnel having to pull the shipping document from the material. The scanner also eliminates the vast number of hours that personnel previously expended in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly than before.

7. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser Gun or Pencil Wand. Attach a laser-gun reader or a pencil-wand assembly to the scanner (both devices interpret bar-code labels on material, locations, and receipt documents). Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. Carefully clean the lens on the bar-code pencil wand with a tissue or soft cloth as it is very fragile. A clean lens will read a bar-code label more efficiently than a dirty one. A cracked lens will not read a bar-code label. In short, both the bar-code laser gun and the bar-code pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b. Computer Chip. This chip allows an INTERMEC scanner reader to gather inventory, location-audit, receipt, and relocation data from bar-code labels. In the event there is no label, you can manually enter data using the keypad on the scanner.

c. Upload and Download Cable. This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). First, connect the cable to the plug connection on the INTERMEC 9440 Scanner Reader and then to the communication's port (serial port) on the back of the PC.

d. Battery Pack. The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. The NiCad battery pack, when fully charged, supplies 750 hours of power to the reader.

e. Battery Charger. Keeping a full charge on these rechargeable batteries seems to be an endless battle. For personnel with this responsibility, the HM Electronics System 90 Multi-station Battery Charger is very useful. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots (similar to the current INTERMEC 40Z charging stations).

(1) Charger Plus Option. This option allows you to charge five batteries at once, while analyzing and conditioning a sixth battery. Note that the analyzer and conditioner station also has the capability of charging or discharging batteries only if that is all you need. The conditioning option of the charger will restore the capacity of the NiCad battery packs by charging and discharging them three times quickly. The charging system will detect within 15 minutes a battery pack that fails to charge for any of various reasons (cell reversals or short circuits). Often times, just using the standard discharge option will correct a fault.

(2) Source of Supply. Contact COMNAVAIRLANT N412C6 for guidance on all maintenance and procurement actions related to INTERMEC equipment.

f. Internal Battery. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining internal batteries.

g. Bar-code Label Printer. This program has the capability to use any of the following printers to produce bar-code labels:

(1) IMTEC Bar-code Printer,
(2) ELTRON Bar-code Printer,
(3) KYOCERA Laser Printer,
(4) INTERMEC 4100 Bar-code Printer,
(5) Codewriter 5106 Bar-code Printer,
(6) Codewriter 4102 Bar-code Printer (from the scanner only).

NOTE: Contact CNAL MTAT personnel for additional instructions if your printer does not appear on this list.

h. Bar-code Label Printer Supplies. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining supplies.

8. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader (Figure 2) consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

FUNCTION KEYS- F1 through F8 initiate or carry out specific operations depending upon the area of IBS being utilized.

Examples:

F1 - Displays Help Screen.

F2 - Starts Search Mode.

F3 - Changes the volume (S=soft, M=medium, and L=loud).

F4 - Skips or adds records.

F5 - Not applicable.

F6 - Moves a record forward in Review Mode.

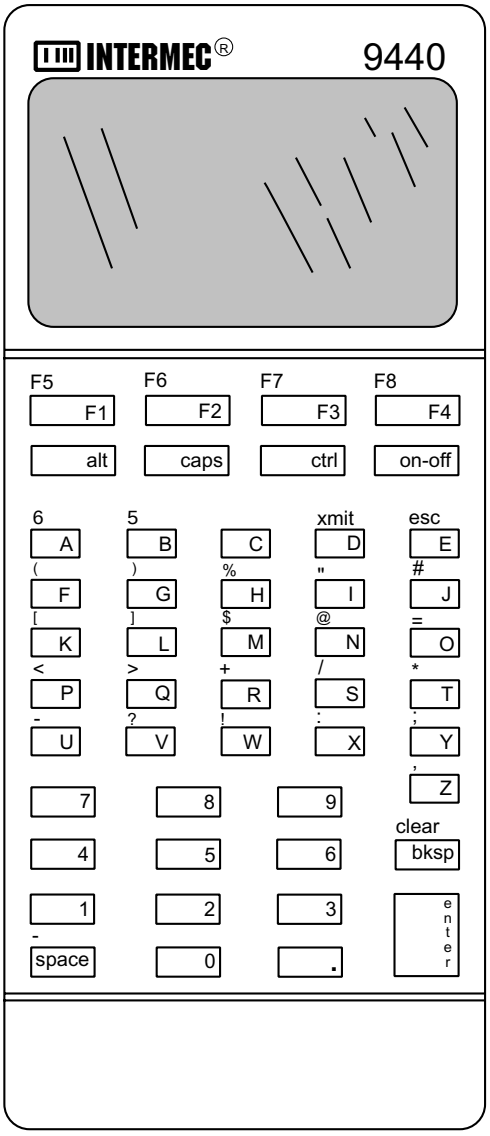
F7 - Moves a record backward in Review Mode.

F8 - Deletes records.

OTHER KEYS -

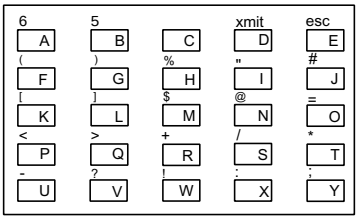
ALT - Shifts function of keyboard to upper case and lower case.

N - Responds "NO" to questions asked by system.



ON/OFF - Shuts the INTERMEC 9440 off; when pressed again, it will return the 9440 to the last screen displayed when shut off.

A through Z - Keys in standard alphabetic characters.



Y - Responds "YES" to questions asked by the system.

BKSP - Deletes characters or clears fields.

ENTER - Causes 9440 to accept data during entry.

0 through 9 - Keys in standard numeric characters.

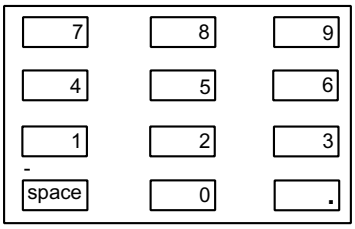


Figure 2

9. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Press numeric key 1 to select the Inventory Option,

(2) Press numeric key 2 to select the Location AuditOption,

(3) Press numeric key 3 to select the Receiving Option,

(4) Press numeric key 4 to select the Next Page Option;

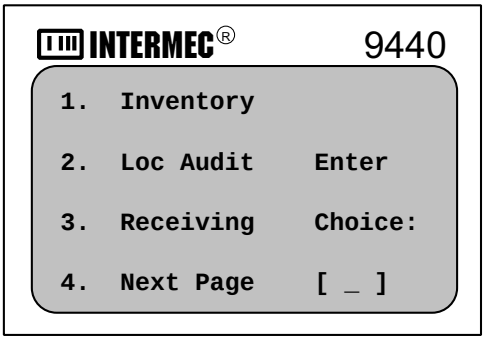


Figure 3

b. The following options appear on the second screen of the main menu;

(1) Press numeric key 5 to select the Relocation Option,

(2) Press numeric key 6 to select the Transfer Option,

(3) Press numeric key 7 to select the Sys Admin Option,

(4) Press function key F1 to select the Help Option.

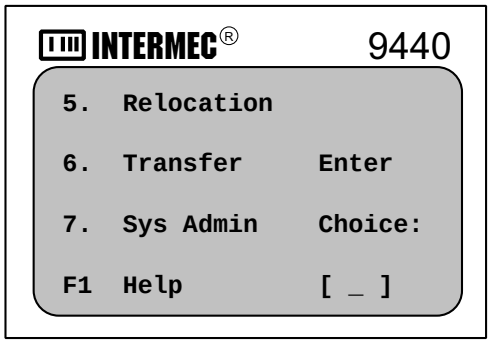


Figure 4

10. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

11. SUADPS-RT Interface. You cannot transfer location-audit information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location identified during a location-audit process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction (delete) for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

12. Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14. Scanner Number. This number (from 1 to 40) appears on a tag that is on the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two scanner readers with the same number until you process information from one of them by way of an update.

15. Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

a. Ensure no records remain on the scanners,
b. Check date and time data (using the SysAdmin Function on the scanner).

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions you will require depends on the status or condition of each individual scanner. The type of processing you complete also determines what steps will be necessary.

16. Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and add other records.

17. Data Management.

a. General. As a data-management tool, the IBS Program uses bar-code technology to facilitate the following:

(1) Conducting inventory and location-audit processes,
(2) Processing receipts,
(3) Executing quality-assurance audits.

b. Objectives. Inventory-control and related procedures detailed in this section have the following objectives:

(1) Ensure the accuracy of information in the Basic Material File;

(2) Provide an in-depth analysis of IBS inventory reports for more effective stock management;

(3) Present methods for effective management of inventory requirements, adjustments, and related functions.

c. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

(1) Minimizes the number of work-hours spent on processing functions using labor-intensive, nonmechanized procedures;

(2) Eliminates inefficient manual-count methods;

(3) Serves as a valuable tool for on-board inventory and stock location validity improvement programs;

(4) Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

(5) Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

(6) Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

(7) Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

(a) Spot Inventory Aids List,

(b) Suspense Listing,

(c) Material-obligation-validation (MOV) processing for stock and direct turn-over (DTO) material;

(8) Reduces the workload in the Stock Control Division by accomplishing up-front validation and error correction;

(9) Enhances causative-research procedures;

(10) Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

18. Location AuditProcess.

a. General. The Location Audit Program validates the location of material in a particular storage area to ensure it agrees with data in the Basic Material File (BMF). Personnel usually schedule location-audit processes immediately before a scheduled inventory. In addition, you can use a location-audit process and the reports generated to identify the items personnel found in locations that do not appear in the BMF (new location candidates), records with national item identification numbers (NIIN) that do not appear in SUADPS-RT files, and those items that are in an excessive number of locations (consolidation candidates). Audit all locations in a storage area at least once a year. The timing of the location audit is essential to ensuring that the inventory has a 100% location validity. We cannot overemphasize the value of a properly prepared inventory. A well-managed, location-audit program accomplishes the following:

(1) Improves inventory accuracy and supply efficiency,
(2) Ensures maximum utilization of available storage space,
(3) Reduces the efforts required to conduct an inventory.

b. Types of Location Audit. There is only one type of location-audit process available in Version 4.0 of the IBS Program. It functions in the same manner as a random location audit in Version 3.0.02. This location-audit process helps personnel identify potential problems in the validity of location data.

c. Procedures. The schedule of events for a location audit is as follows:

(1) Schedule location audits for a particular storage area until you achieve a 100% validity,

(2) Select the parameters to input to the PC,

(3) Transfer scanner data to the PC,

(4) Process a NIIN match,

(5) Transfer BMF data to the PC,

(6) Produce location-audit reports,

(7) Review reports and correct any discrepancies you find.

d. Report Generation. The IBS Program only allows you to produce cumulative reports for a location audit. These are reports that contain all records residing on location-audit files.

19. Management and Analysis of IBS Reports. This process is the key to ensuring a successful location-audit process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of processing. They provide both status data and images of the transactions that processed through the IBS Program. These reports will help you identify erroneous conditions and potentially weak areas.

B. RESPONSIBILITIES

1. IBS and Site Coordinators. These individuals should be senior enlisted personnel with an assignment as coordinators on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. These individuals are the focal points for solving all problems that relate to the IBS Program. The subparagraphs below provide additional information on the duties of IBS and site coordinators as they relate to the IBS Program.

2. Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

> **NOTE:** Correct management practices equate to successful utilization of the IBS Program.

3. Obtain Data Extracts. Another responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4. Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location-audit, consolidation, relocation, and receipt-processing functions. The IBS Coordinator distributes these reports to all managers and to the functional personnel that take part in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports that the IBS Program generates.

C. PREPARATION PROCEDURES

1. Conduct General Briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point. This is the place where personnel accomplish the following;

(1) Pick up and turn in scanners,
(2) Obtain fresh batteries.

b. Site Supervisor. This is the individual that will accomplish the following;

(1) Assist personnel that have problems with scanners,
(2) Answer questions regarding processing procedures.

c. Types of Functions. Discuss the following;

(1) Location-audit processing,
(2) Inventories,
(3) Receipts in process,
(4) Material stowage,
(5) Consolidation,
(6) Relocation,
(7) Scanner transfers,
(8) Reviewing and clearing data.

d. Working Areas. Discuss the various areas you will use for storeroom, shipment, and receipt processing.

e. Training. Cover the following fundamental topics;

(1) Basic scanner functions;

(2) Procedures to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. Establish System Configuration.

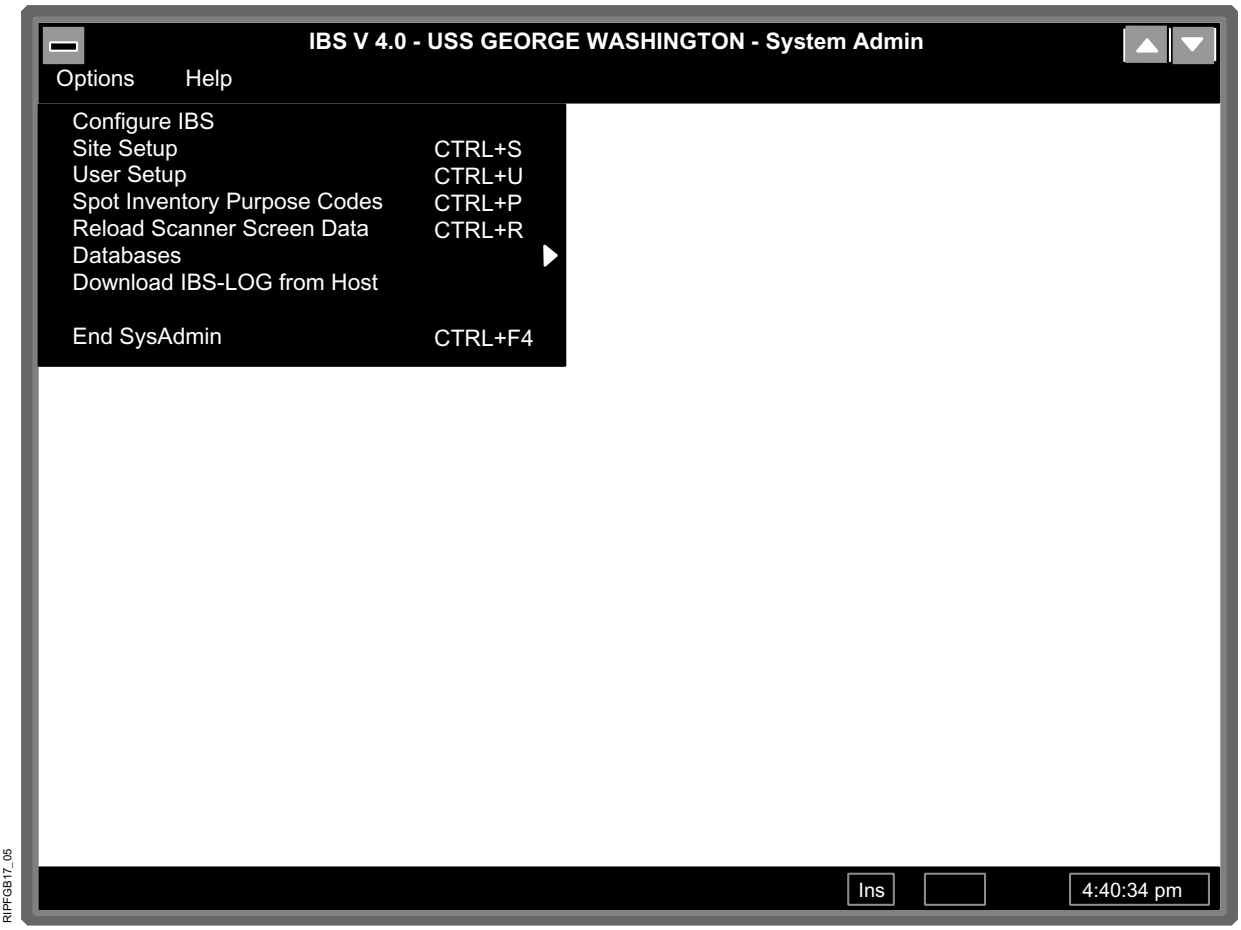


Figure 5

a. General. This function allows you to configure your system for the Integrated Barcode System (IBS) Program.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

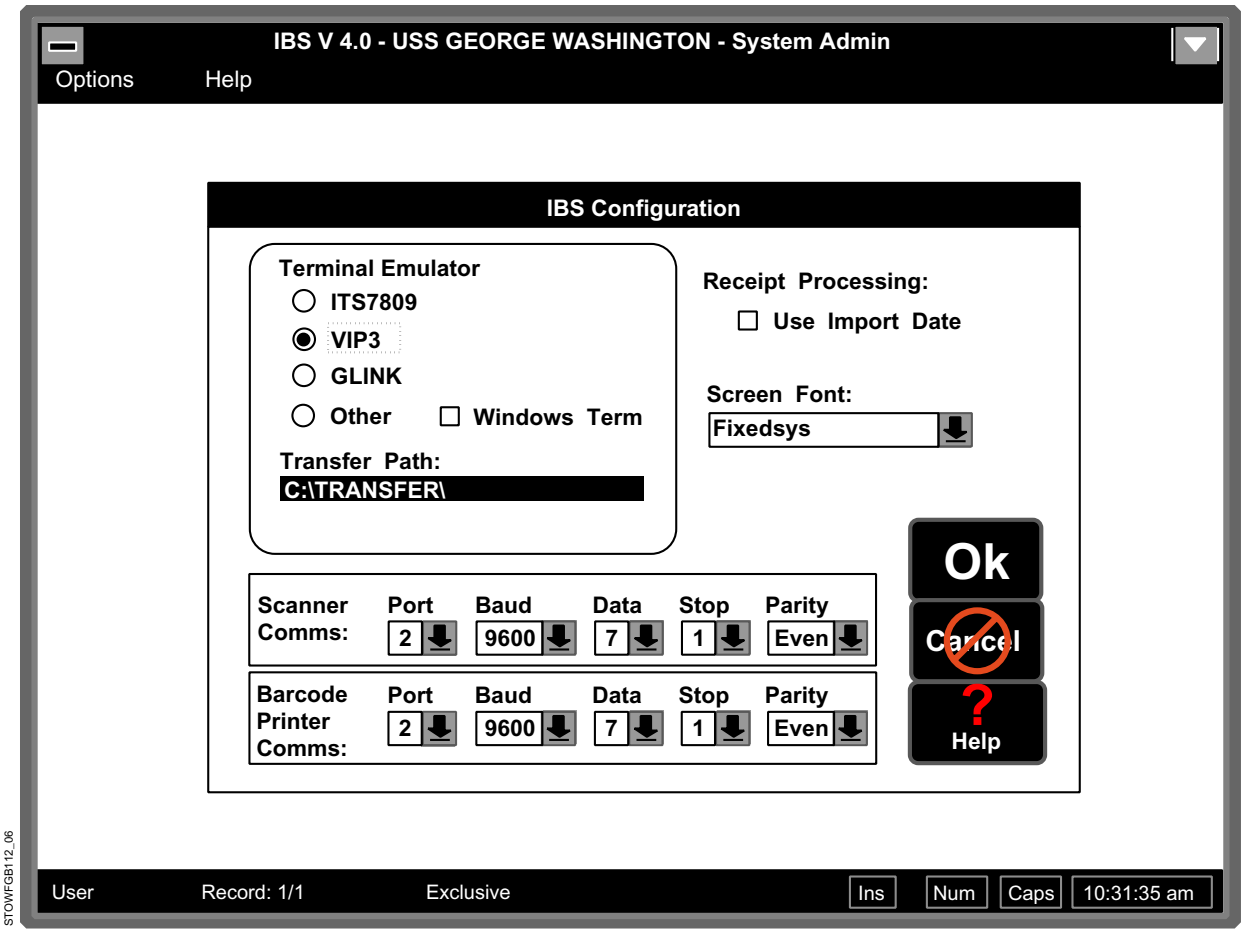


Figure 6

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the System Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

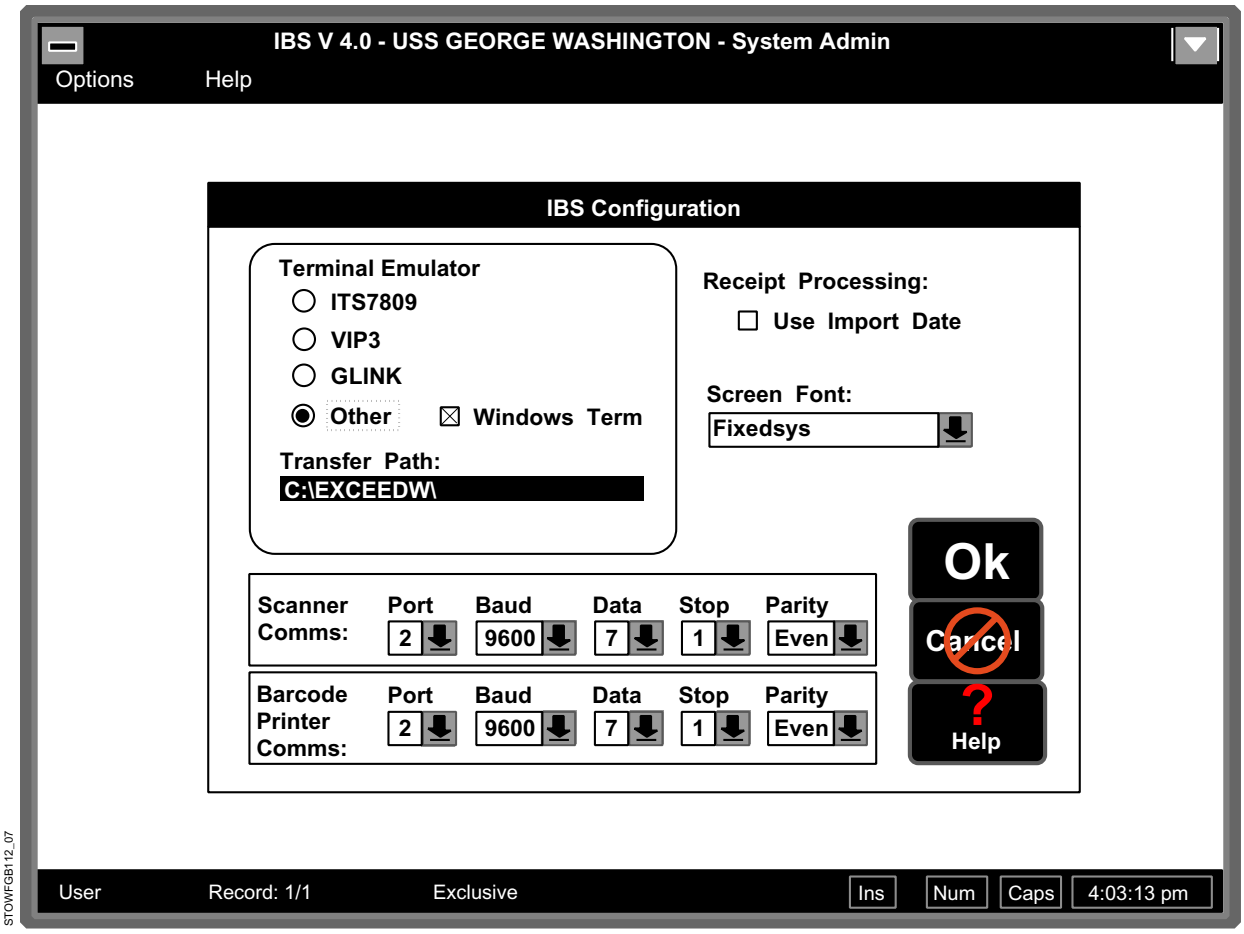


Figure 7

(7) Step 7. Select the Configure IBS Option from the Options Submenu.

(8) Step 8. Select the particular terminal emulator that is on your system from those that are on the screen (Figure 6) or select the Other Option.

NOTE: VIP3 is the terminal emulator of choice for the unported form of IBS Version 4.0.

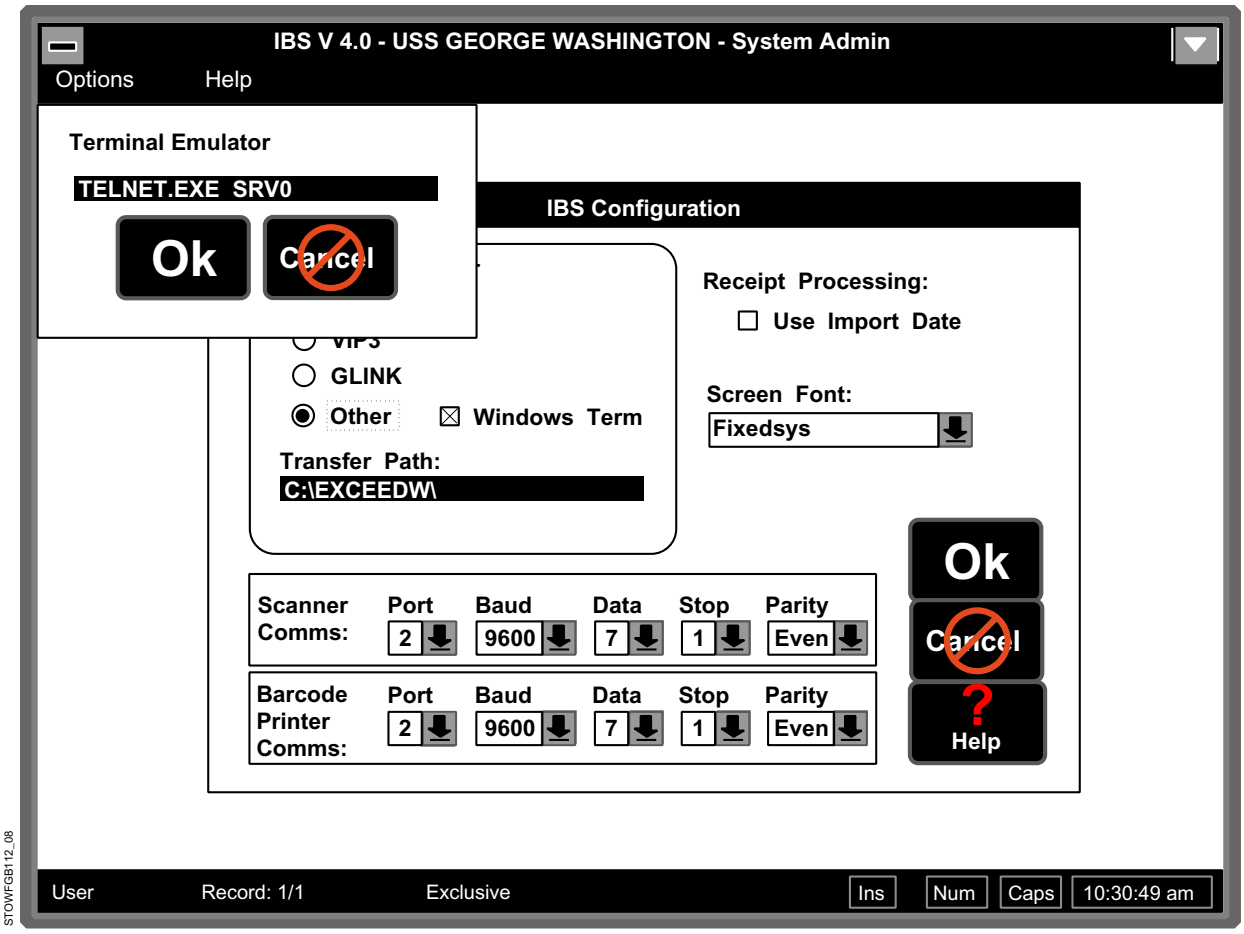


Figure 8

(9) Step 9. If you selected the Other Option in the previous step, enter the transfer path you wish to use for the ported form of this program (figures 7 and 8).

(10) Step 10. Select whether you wish to use an import date for receipt processing.

(11) Step 11. Select the down arrow next to the Screen Font Data Block to view the fonts available to you. Select one of those fonts if you wish to change the default setting.

NOTE: The Fixedsys Option is the only choice acceptable for the screen font. Others will not always allow you to view data properly.

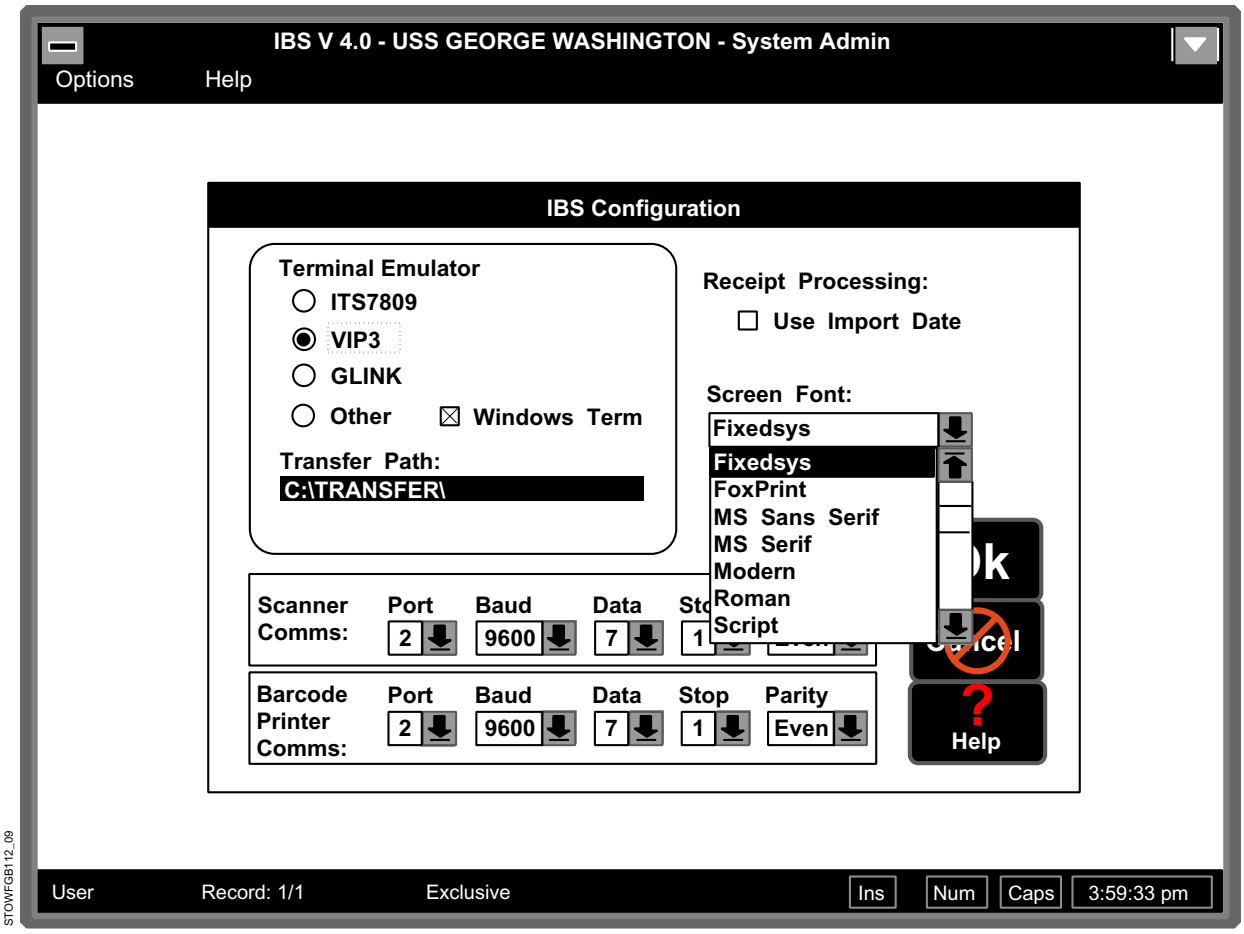


Figure 9

(12) Step 12. Use this same procedure to change the default settings for the Scanner Communications (comms) Data Block and the Barcode Printer Communications (comms) Data Block.

(13) Step 13. When you finish, select the OK Option to save your input. The system then returns to the System Administration Screen.

3. Establish Control Data.

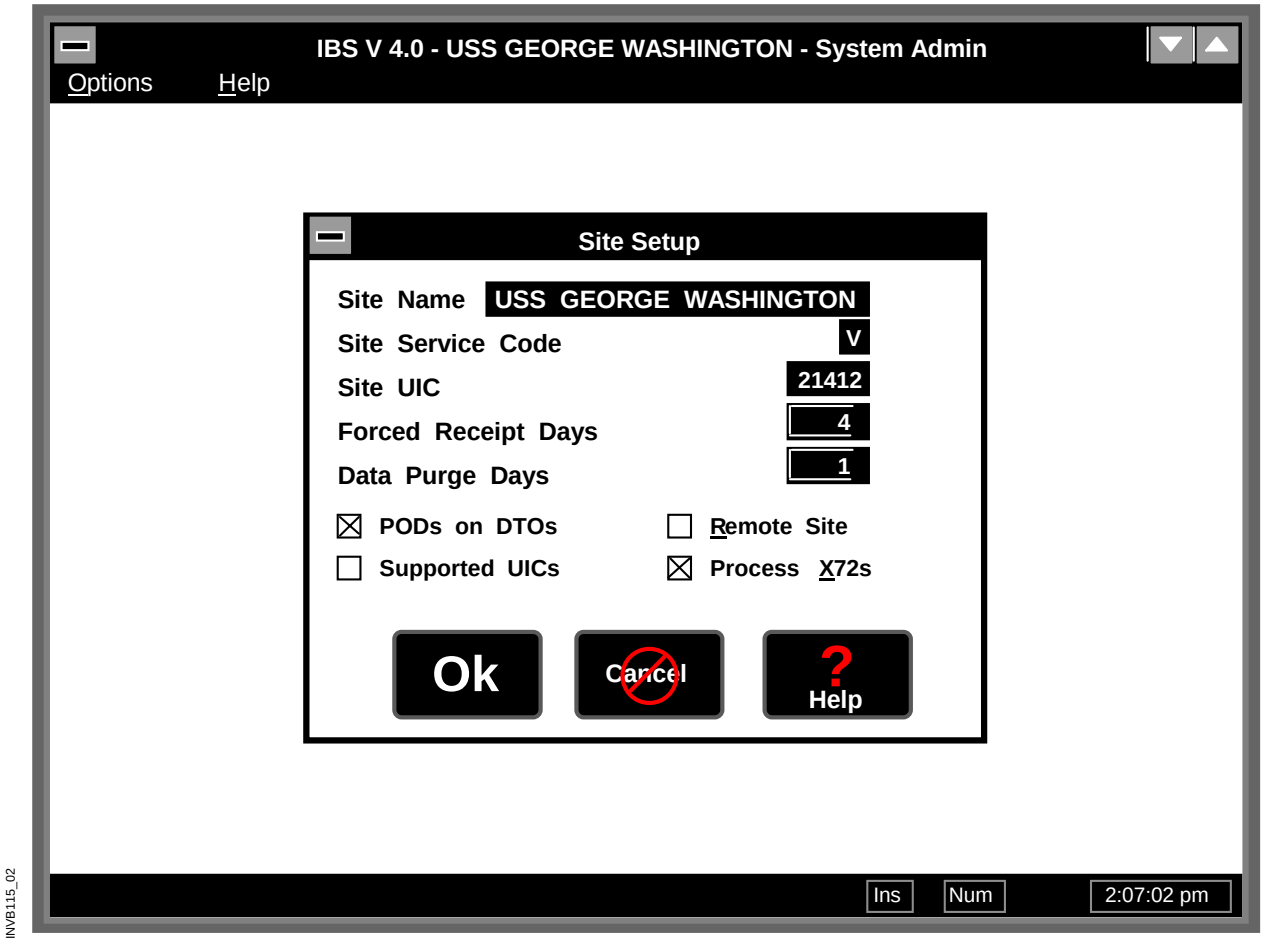


Figure 10

a. General. This function allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

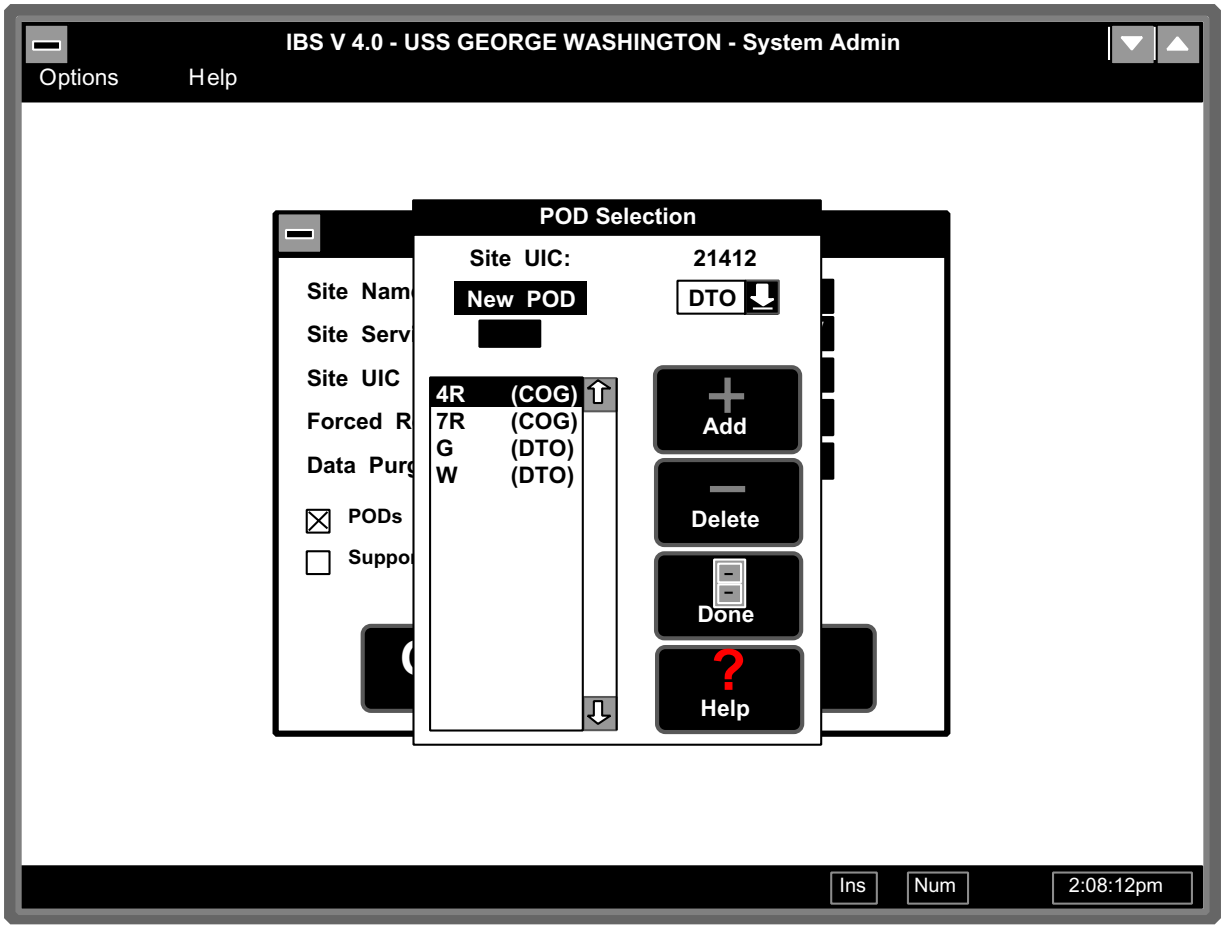


Figure 11

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Site Setup Option from the Options Submenu.

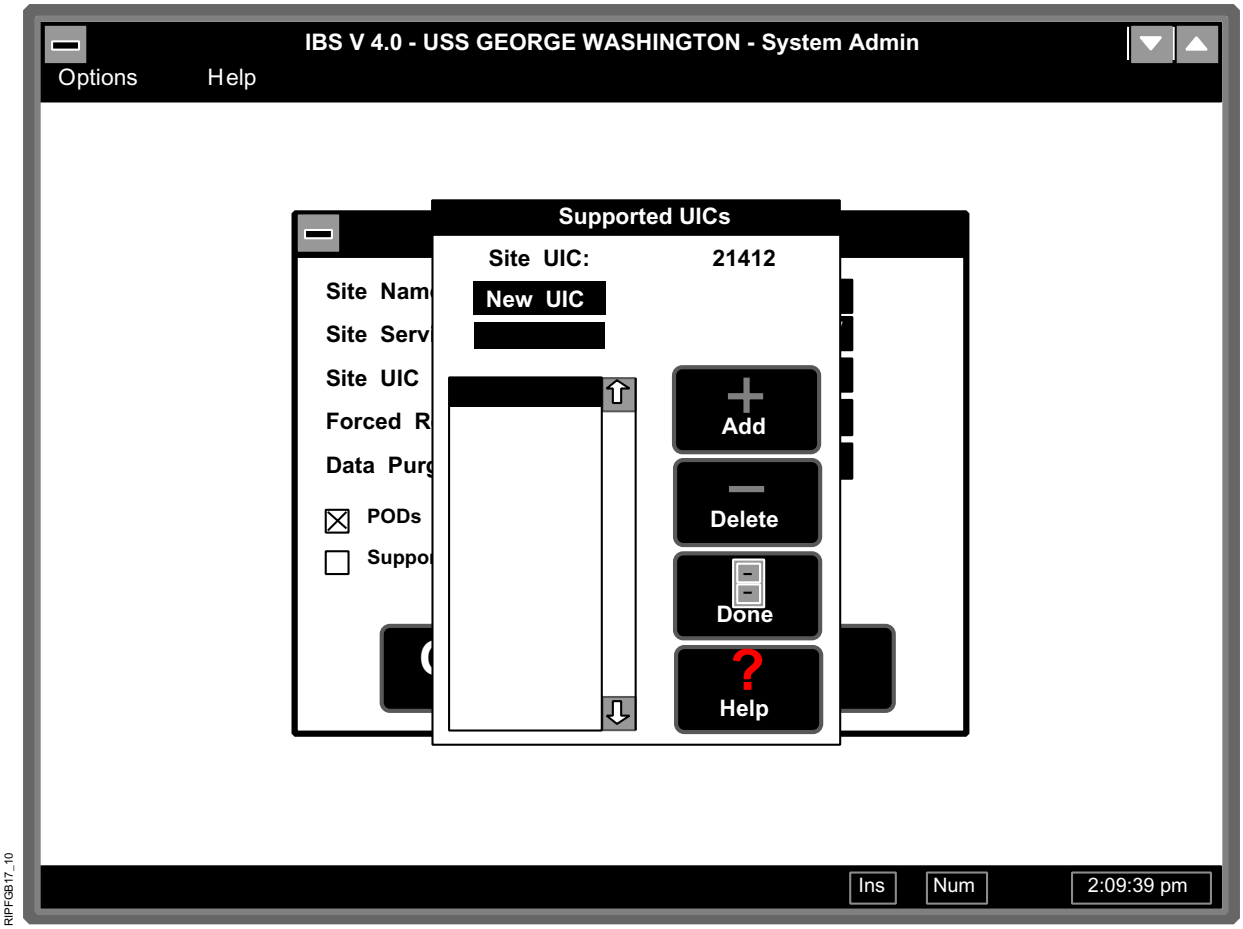


Figure 12

(8) Step 8. Enter the information you desire in the following data fields:

(a) Site Name,
(b) Site Service Code,
(c) Site UIC,
(d) Site Routing ID,
(e) Forced Receipt Days,
(f) Data Purge Days,
(g) DTO POD Indicator,
(h) Remote Site Indicator,
(i) Supported UIC Indicator,
(j) Process X72s.

(9) Step 9. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Screen.

(10) Step 10. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

4. Establish System Passwords.

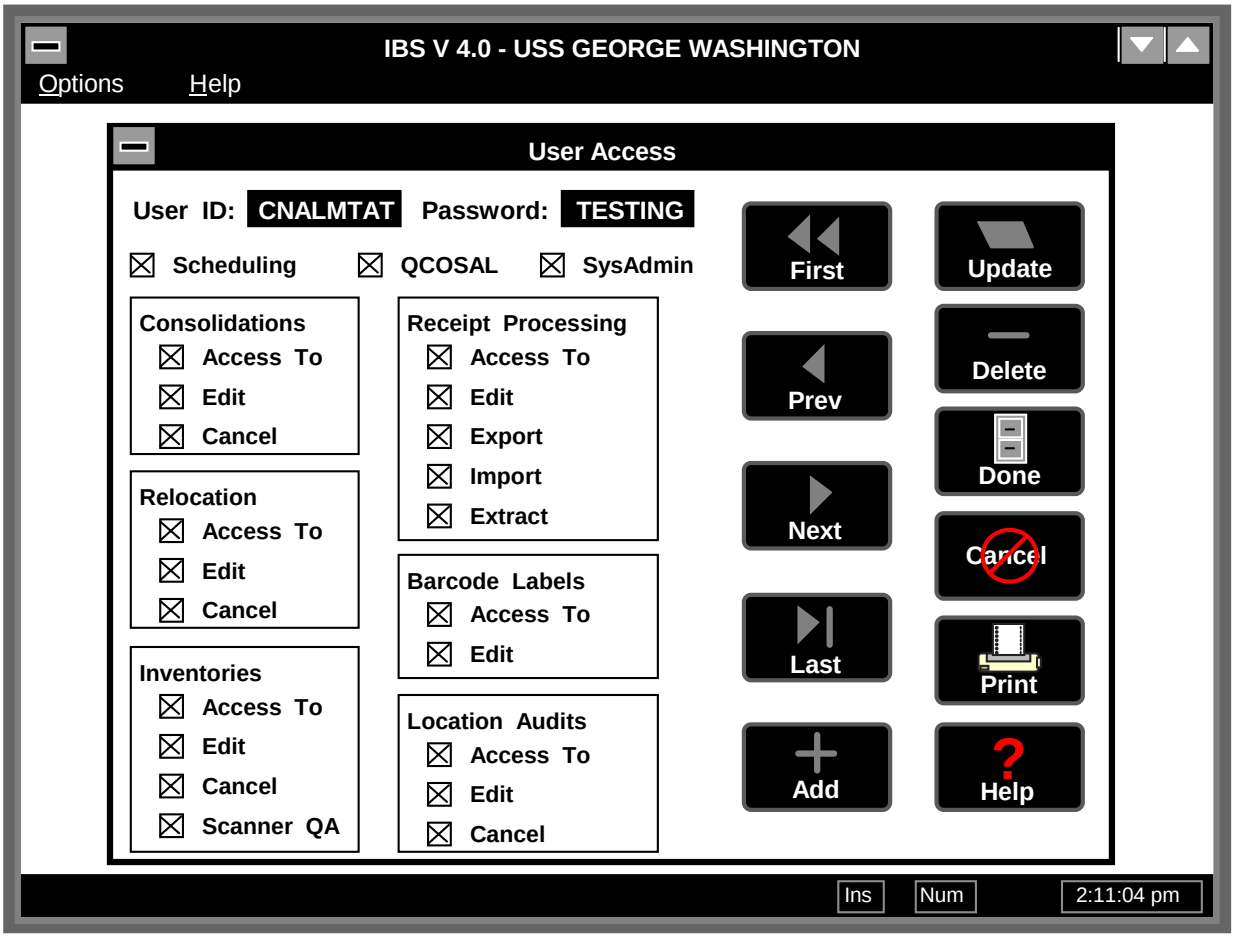


Figure 13

a. General. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the User Setup Option from the Options Submenu.

(8) Step 8. Select the Add Option and then type in the user ID code you wish to add. In addition, select the functions to which you wish that user ID to have access. The functions available are as follows:

(a) Scheduling,
(b) Q-COSAL,
(c) System Administration,
(d) Consolidation,
(e) Relocation,
(f) Inventories,
(g) Receipt Processing,
(h) Bar-code Labels,
(i) Location audits.

NOTE: To modify the functions available to a particular individual, enter the particular code you wish to change in the User ID Data Field. Then, remove the selection from the functions to which you do not wish this person to have access. Finally, select the Update Option to input the changes to the database. To delete a particular code, enter the appropriate code in the User ID Data Field. Then, select the Delete Option to remove it from the database.

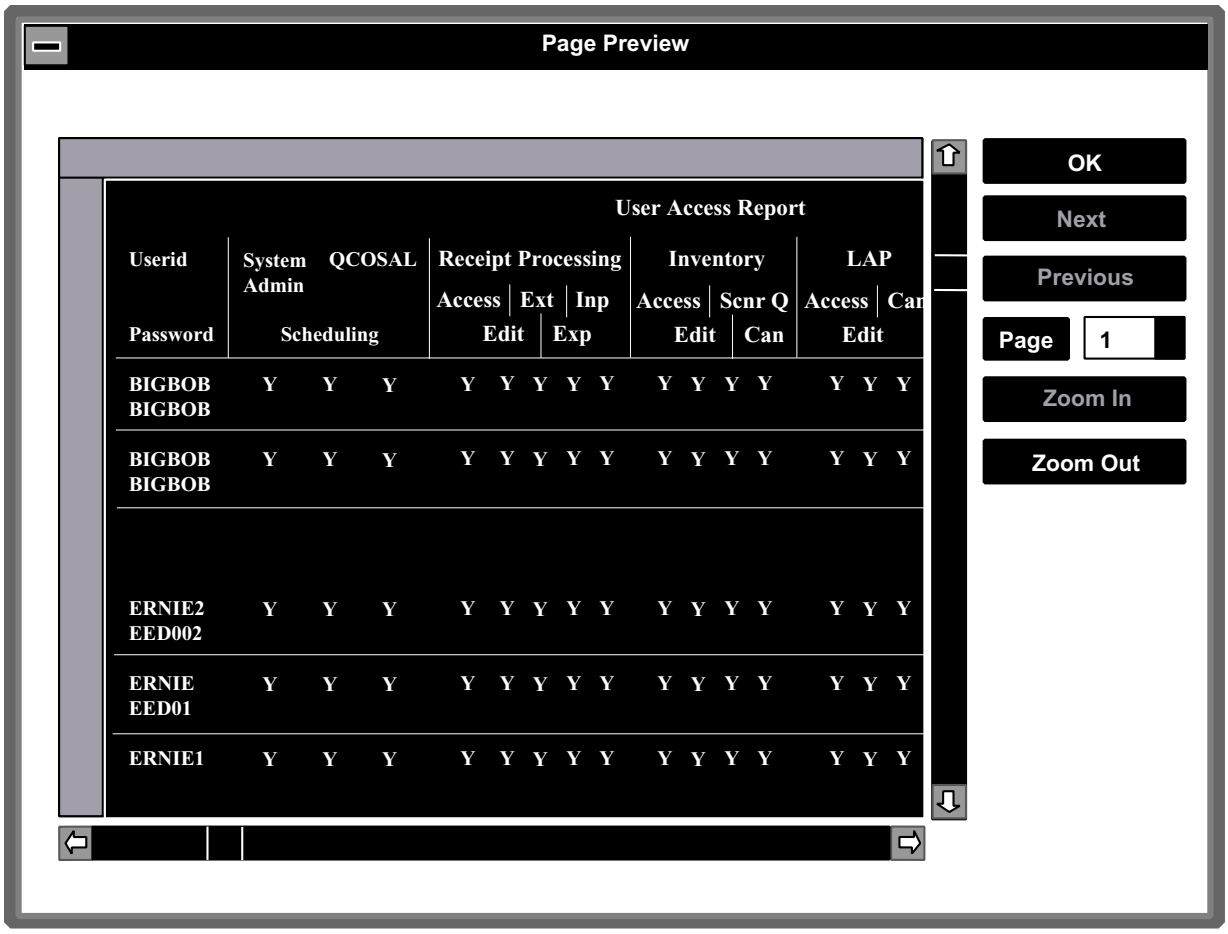
(9) Step 9. If you wish to print the user listing, select the Print Option.

(10) Step 10. The program then allows you to review the data on the screen. Ensure it is correct and then press the OK Option to continue.

NOTE: When you review the records, select the Zoom In Option to increase the size of the data on the screen. Then use the up or down and right or left arrow options on the screen to view the different data on the file. Use the Next, Previous, or Enter Page Number Option to move from page to page within the file.

(11) Step 11. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Menu Screen.

(12) Step 12. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.



User Access Report

Userid / Password	System Admin / Scheduling	QCOSAL		Receipt Processing Access	Ext Edit	Inp Exp			Inventory Access	Scnr Q Edit	Can		LAP Access	Can Edit		
BIGBOB BIGBOB	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
BIGBOB BIGBOB	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
ERNIE2 EED002	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
ERNIE EED01	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
ERNIE1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

User Access Report

Userid / Password	System Admin / Scheduling	QCOSAL		Receipt Processing Access	Ext Edit	Inp Exp			Inventory Access	Scnr Q Edit	Can		LAP Access	Can Edit		RELOC Access	Can Edit		CONSOL Access	Can Edit		LABELS Access Edit	
BIGBOB BIGBOB	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BIGBOB BIGBOB	N	Y	Y	Y	N	Y	N	Y	Y	N	Y	N	N	N	N	N	N	N	N	N	N	N	N
ERNIE EEP01	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ERNIE3 EEP003	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ERNIE4 EEP04	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

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Figure 14

5. Transfer Screen Data to a Scanner.

a. General. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Reload Scanner Screen Data Option from the Options Submenu after you connect the appropriate cable securely to both the scanner and the PC. The system immediately begins transferring the screen data.

6. Use the Databases Function.

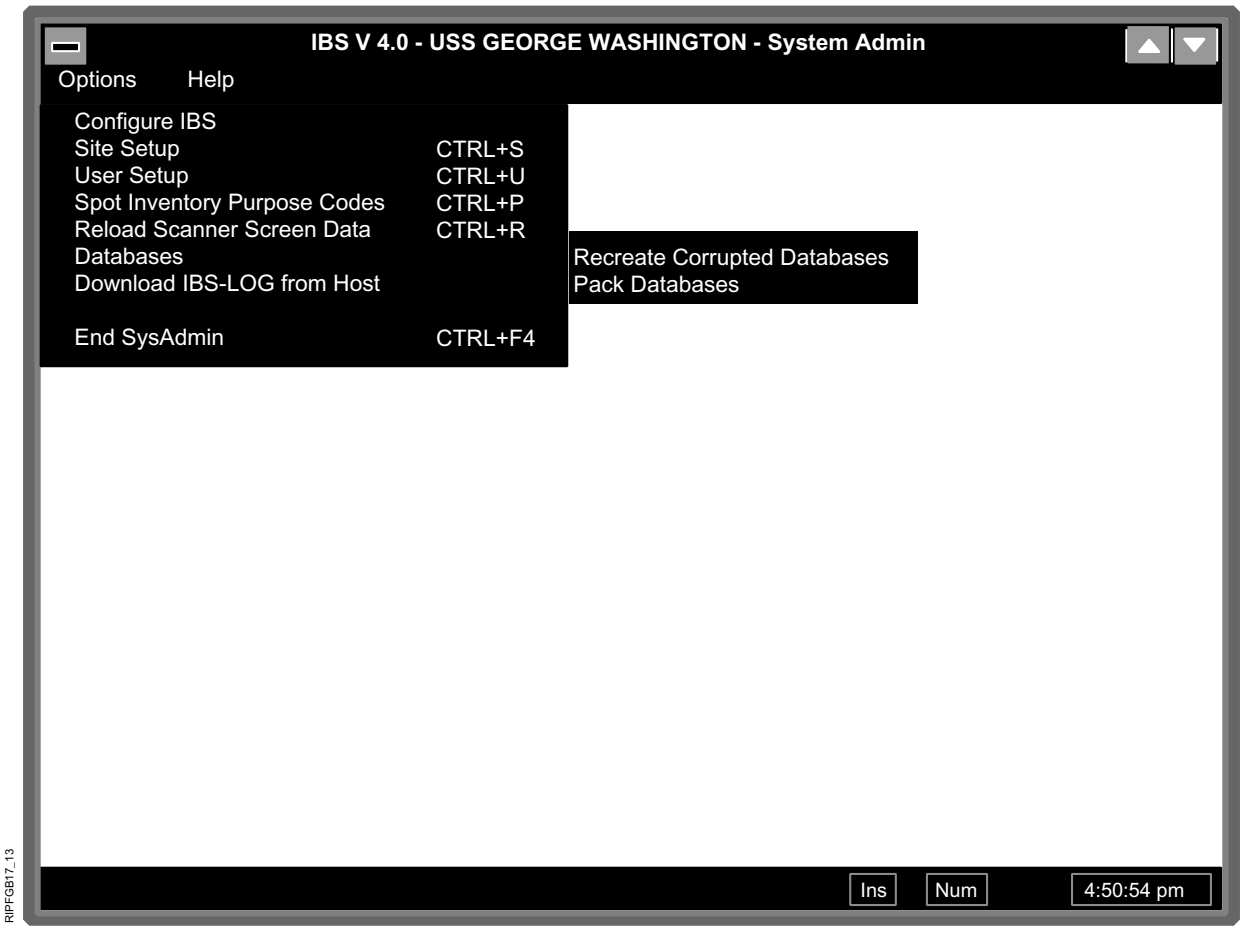


Figure 15

a. General. This function allows you to recreate databases that have corrupt data as well as to repack the data within them.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Databases Option from the Options Submenu.

(8) Step 8. Select either the Recreate Corrupted Database or the Pack Databases Option. The system immediately proceeds to accomplish the tasking you select.

(9) Step 9. When the function you selected is complete, select the OK Option to continue. The system returns to the System Administration Menu Screen.

7. Print the IBS Log Report.

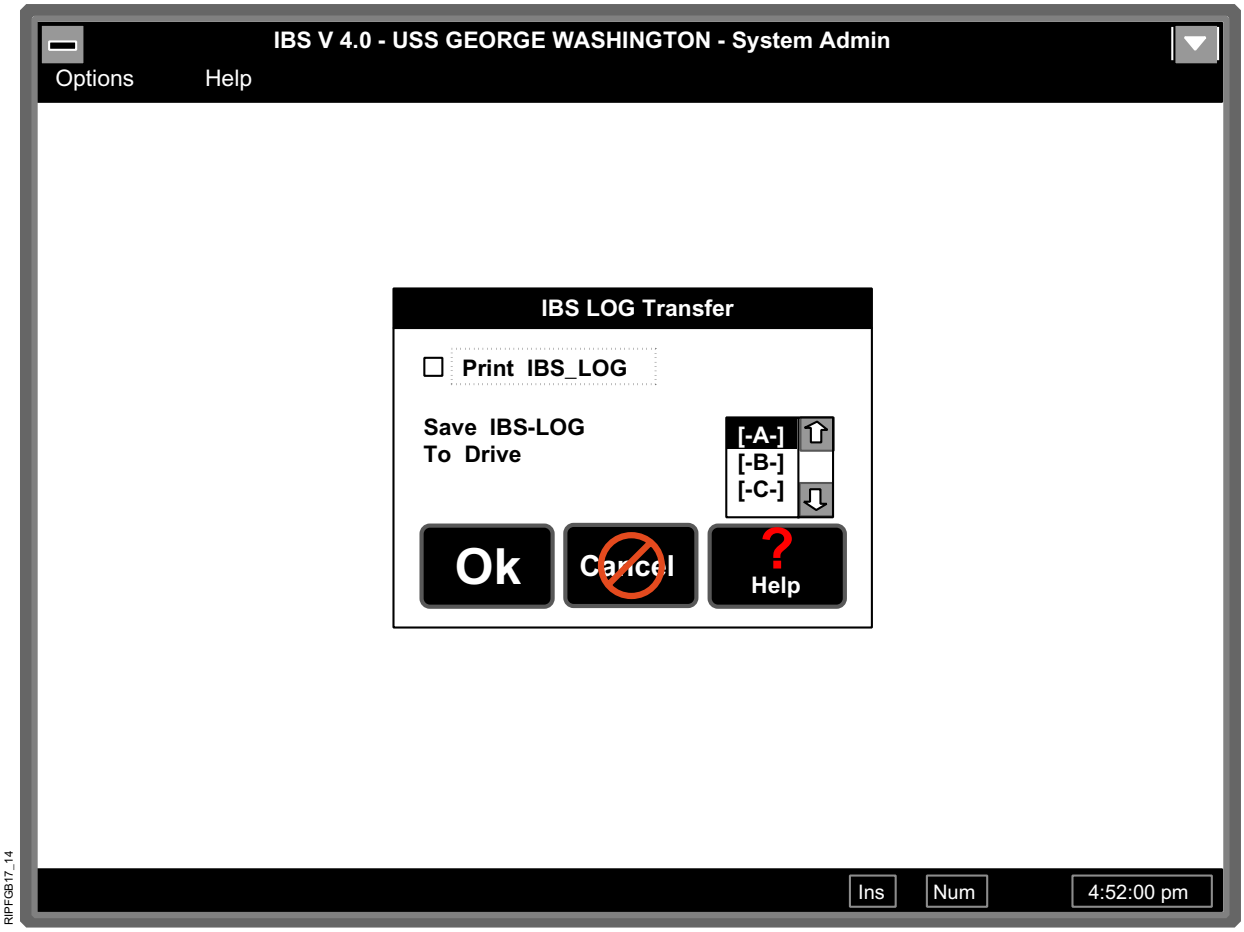


Figure 16

a. General. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

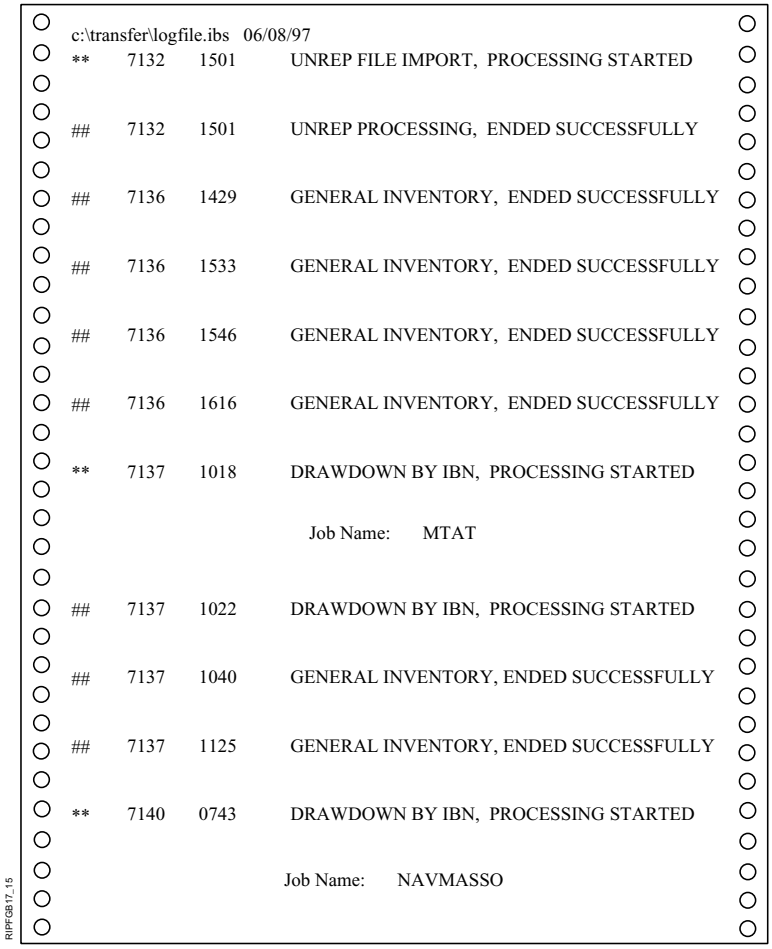


Figure 17

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Download IBS-Log From Host Option from the Options Submenu.

(8) Step 8. Select the Print IBS Log Option to continue.

(9) Step 9. Select the drive (from those that appear on the screen) to which you wish to save log data.

(10) Step 10. Select the OK Option to continue. After the printing process is complete, the system returns to the System Administration Menu Screen.

8. Check Scanners Before Using.

a. Conduct Routine Maintenance. The procedures for this process are as follows:

(1) Step 1. Provide a freshly charged battery for each scanner every day. Do not use the battery packs containing "double A" batteries. These are only for use when shipping defective scanners back to the type commander (TYCOM).

(2) Step 2. Use the scanner and recharge batteries in continuous cycles. That is, use it for 750 hours and then charge overnight. This cycle ensures the batteries remain at a safe level of operation. Do not recharge batteries for more than 14 hours or you may damage the NiCad battery pack.

(3) Step 3. Ensure you remove the unit's battery pack and place it in the recharge unit after each use.

(4) Step 4. Press the discharge button once after inserting it in the charger.

(5) Step 5. Maintain the chargers in an area with limited access. (There is a tendency for ship's personnel to press the discharge button, mainly out of curiosity.)

(6) Step 6. Reset the battery chargers when there is a loss of ship's power. Do not store the scanners without the external battery pack. To do so causes a power drain on the scanner's internal battery. A complete loss of internal battery power renders the scanner inoperable.

(7) Step 7. If a battery pack gets stuck in the charger, insert something that is plastic and nonconductive (such as an ID card) between the battery and the top slot of the charger. This will allow the wire contacts to disengage (chances are, they are slightly bent).

(8) Step 8. Contact your TYCOM representative to coordinate repair of damaged or defective scanners.

b. Install IBSV4 Chip to Scanner. The procedures necessary to install the IBS Version 4.0 chip to a scanner are as follows:

(1) Step 1. Ensure the chip socket is empty before you turn on the scanner.

(2) Step 2. Scan the "default configuration" bar code (Figure 18) at the "ready" prompt. This begins a self test on the scanner.

(3) Step 3. Scan the "start configuration" bar code at the "ready" prompt after the scanner restarts.

(4) Step 4. Scan the two "IBSV4 configuration" bar codes one after the other when the term "Configuration Mode" appears on the scanner.

(5) Step 5. Scan the "end configuration" bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term "Compiling..." appears on the scanner while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the Sys Admin Function when the scanner prompts you.

Figure 18

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds (instead of only one) after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay. To prevent a low-charge warning, periodically check the charge on both the battery pack and the internal lithium battery as follows:

(1) Step 1. Clear all data on the scanner.
(2) Step 2. Remove the external battery pack.
(3) Step 3. Remove the EPROM chip cover.
(4) Step 4. Note the position of the chip itself and then remove it.
(5) Step 5. Replace the charged battery pack and lock in place.
(6) Step 6. Turn the scanner back on.

(7) Step 7. When the term "TRAKKER Ready" appears, press the ALT and B keys at the same time.

(a) If the term "Low battery" appears, the charge of the external battery is low.
(b) If the term "Low backup" appears, the charge of the internal battery is low.

d. Reconfigure Scanner. You will need to reconfigure a scanner if the charge of the internal battery is low or if the chip requires replacement. The procedures for this process are as follows:

(1) Step 1. Ensure the scanner is off, then remove the chip.

(2) Step 2. Turn on scanner and scan the "default configuration" bar code (Figure 18) at the "ready" prompt. This begins a self test on the scanner.

(3) Step 3. Scan the "start configuration" bar code at the "ready" prompt after the scanner restarts.

(4) Step 4. Scan the two "IBSV4 Configuration" bar codes one after the other when the "Configuration Mode" appears on the scanner.

(5) Step 5. Scan the "end configuration" bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term "Compiling..." appears on the screen while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the SysAdmin Function when the scanner prompts you.

9. Ready Scanners With No Data on File. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. When the Main Menu Screen appears again, press function key F3 to change the volume of the beeping sound. Then, press alphabetic key S for a soft volume, alphabetic key M for a medium volume, or alphabetic key L for a loud volume.

e. Step 5. Press function key F4 to check the date and time. If the data is correct, press alphabetic key Y and then the ENTER key. If it is incorrect, press alphabetic key N and then the ENTER key. The keys that are active for each processing option are as follows:

(1) F1 allows you to access the Help Screen,
(2) BKSP allows you to delete a single character,
(3) ALT and BKSP together allow you to delete an entire data field,
(4) ALT and C together allow you to light up the screen in a dark or dimly lighted area.

f. Step 6. Enter the correct date and time. Ensure you press the ENTER key after you complete each data field on the screen.

g. Step 7. Press alphabetic key Y to return the scanner to the Main Menu Screen.

h. Step 8. Enter the scanner number, usually a number from 1 to 40.

i. Step 9. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options offered are as follows:

(1) Inventory,
(2) Location audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) Sys Admin.

10. Ready Scanners With Data Not Yet Transferred. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Press any key to return the scanner to the Main Menu Screen.

e. Step 5. Select one of the options that appear on the screen. If you select a function that already has data on file, the system will add any transactions that you process at this time to the old file. For example, if the data on the scanner is for RIP processing and you wish to continue this function, the scanner allows you to add the new RIP transactions to the old file. Before you work on the same option, ensure you did not already transfer the data to the PC. Only in this way can you prevent duplicating the transfer of the same data.

f. Step 6. If you decide to transfer scanner data at this time, prepare the PC for this process. INTERMEC scanners now have the capacity to store data for different functions at one time without requiring you to transfer data immediately to a PC. The only exception to this is the combination of a location audit and a general inventory, because you cannot begin a location audit without first completing the general inventory or a general inventory without first completing the location audit. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

g. Step 7. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

h. Step 8. As the transfer of data progresses, the messages “Transfer,” “Transferring (Name of File) to PC,” and “Transfer successful” appear on the scanner one after the other.

i. Step 9. After you successfully complete the transfer, you need to delete the file from the scanner and prepare the scanner for another process (refer to the next paragraph).

11. Ready Scanners With Data Transferred But Not Erased. If you do not delete data from the scanner file after you transfer it to the PC successfully, you may duplicate the transfer of transactions to the PC. The program will add these new transactions to the old file even though you already transferred the old file once. In this case, the procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn’t, the message “Caps lock is off. Press caps lock, then press Y.” will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Select the Sys Admin Option by pressing numeric key 8 from the Main Menu Screen.

e. Step 5. Select the Clear File Option by pressing numeric key 4.

f. Step 6. Select the file you wish to clear from the following:

(1) Press numeric key 1 to select to clear RIP records,
(2) Press numeric key 2 to select to clear stow records,
(3) Press numeric key 3 to select to clear relocation records,
(4) Press numeric key 5 to select to clear inventory records,
(5) Press numeric key 6 to select to clear location-audit records.

g. Step 7. Press the ALT key and alphabetic key E after the data clears to return the system to the Main Menu Screen.

h. Step 8. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options available are as follows:

(1) Inventory,
(2) Location audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) System Administration.

12. Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The procedures for this process are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when you originally turned it off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when you select one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. If you decide to transfer scanner data at this time, prepare the PC for this process. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

e. Step 5. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

f. Step 6. As the transfer of data progresses, the messages "Transfer," "Transferring (Name of File) to PC," and "Transfer successful" appear on the scanner.

g. Step 7. After you complete the transfer successfully, you need to delete the file from the scanner and prepare the scanner for another process (see paragraph 10 above).

D. LOCATION-AUDIT PROCEDURES

1. Program Scanners for Processing.

a. General. This function allows you to ensure all scanners are ready for personnel to use before beginning the location-audit process. Refer to paragraphs 8 through 12 of Section C for detailed procedures on the following actions:

(1) Clearing any data already on the scanner and preparing it for the next operation,

(2) Ensuring no two scanners have the same identification number,

(3) Verifying that the identification number for the location audit is unique and identical to the one you entered to the PC.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Location AuditOption from the Main Menu Screen on the scanner by pressing numeric key 2.

(2) Step 2. Next, select the LAP Option by pressing numeric key 1.

(3) Step 3. Enter the 6- to 10-digit name of this location-audit process.

(4) Step 4. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to processing personnel.

(5) Step 5. Proceed to the next paragraph to continue this location-audit process.

2. Schedule the Process.

Figure 19

a. General. This function allows you to schedule the location audit on the PC. To do this you must first establish parameters on the PC.

NOTE: If you do not schedule a location audit on the PC, the system will automatically schedule it upon transfer of location-audit data from a scanner.

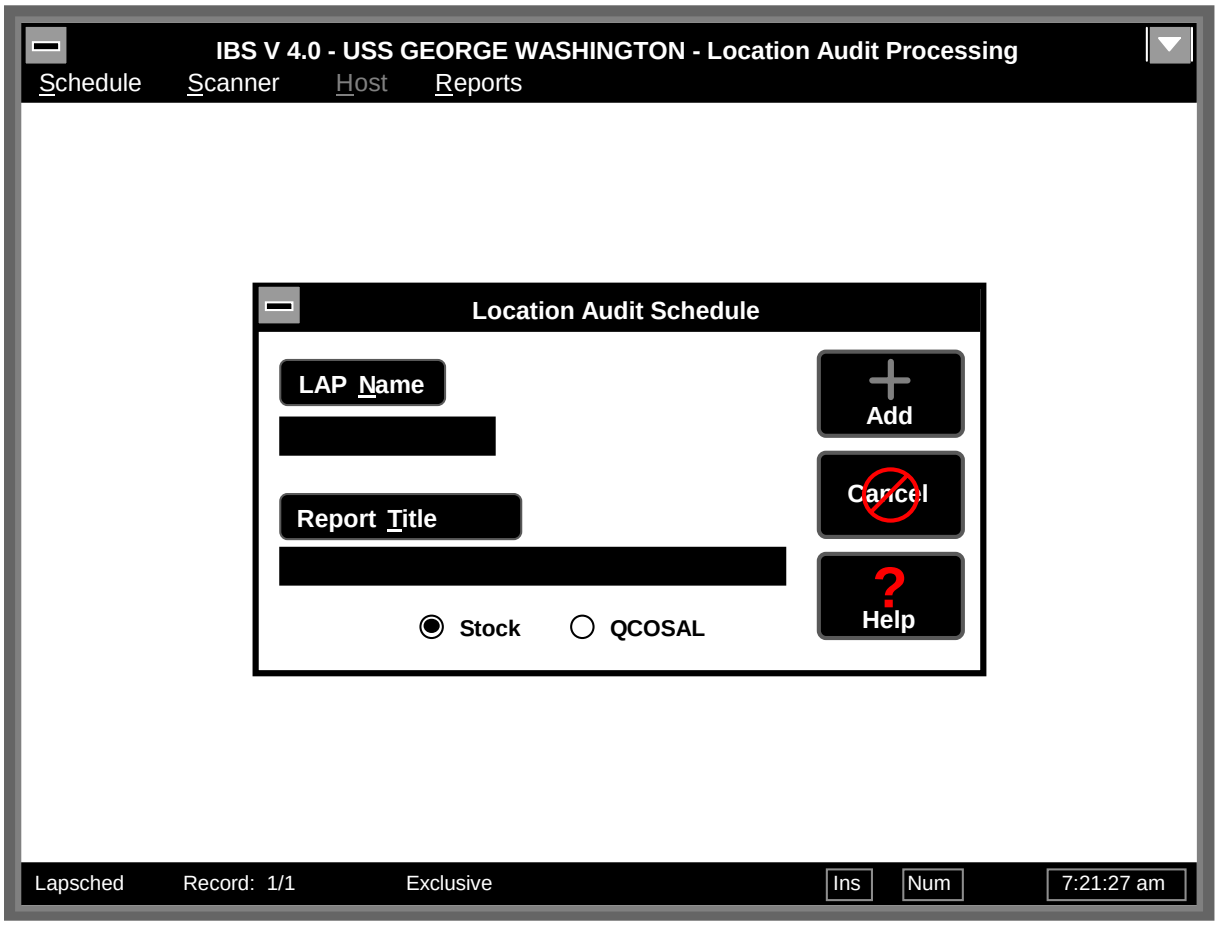


Figure 20

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Location Audit Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Location Audit Menu Screen.

(7) Step 7. Select the New Option from the Schedule Submenu.

(8) Step 8. Enter a name for the scheduled location audit. This is a name you define between 6 and 10 characters long.

NOTE: Write down this name for use when you need to review status and select inventory reports.

(9) Step 9. Enter a title for the output reports the system will print for this location-audit process. This is a name you define that has a maximum of 40 characters.

(10) Step 10. Select the type of material you wish to process for this report: stock or Q-COSAL.

(11) Step 11. Review the data you entered and then select the OK Option to complete this process.

(12) Step 12. To continue this location-audit process, proceed to the next paragraph.

3. Issue Scanners to Team Personnel. Distribute the scanners to the individuals that will conduct the location-audit process. They must proceed to the storerooms and select material for processing as necessary. Assign location ranges for all audit team members and then log the assignments to a tracking form. In this process, you do not transfer any BMF data to a scanner before beginning the audit. Instead, audit personnel take a scanner to the target storeroom and select items to scan, or manually key in the data. They must enter data for no more than 300 separate items to a single scanner. This allows you to safeguard data in the following cases:

a. Damage to the scanner,
b. Failure of the battery,
c. Problems with key entry.

To continue this location-audit process, proceed to the next paragraph.

4. Transfer Data From Scanners to the PC.

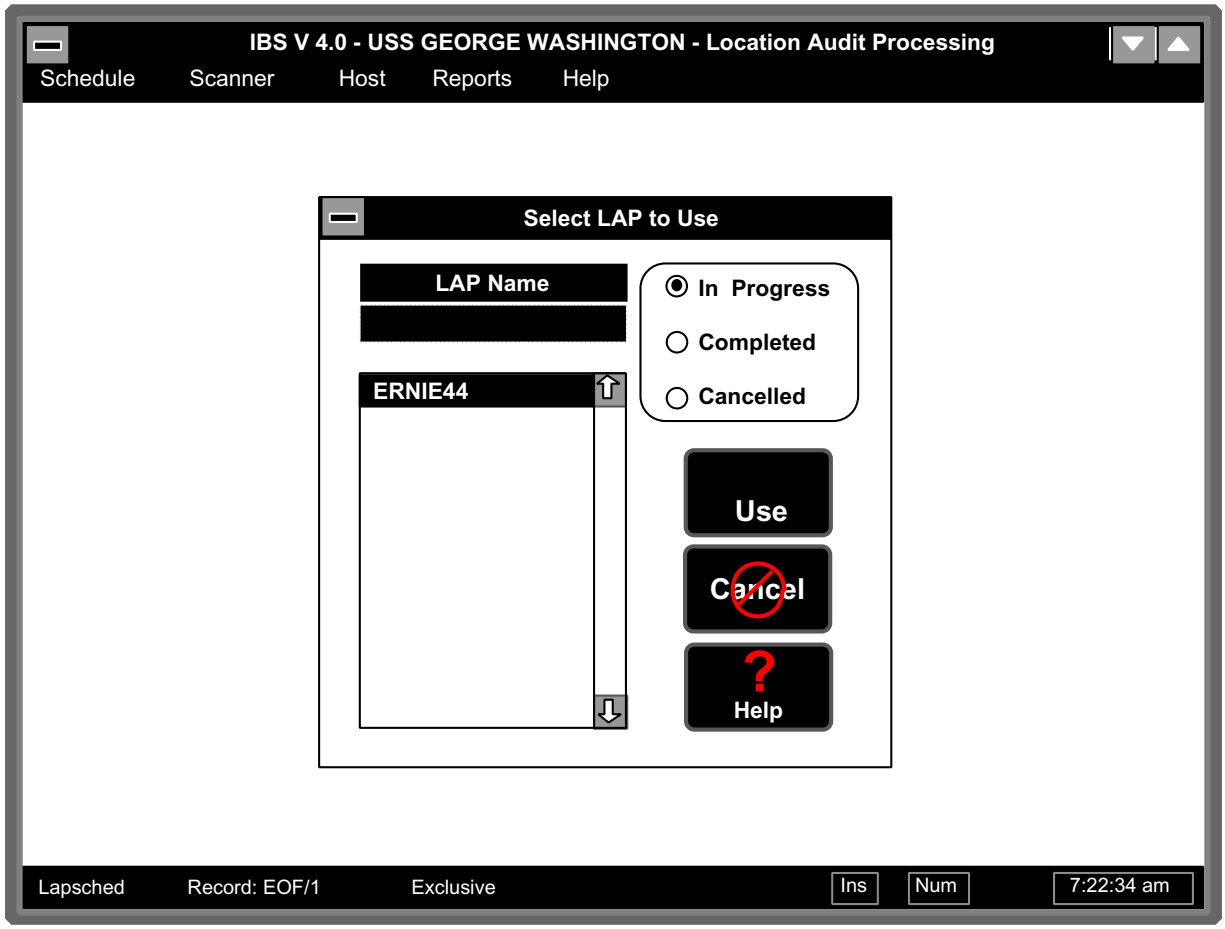


Figure 21

a. General. This function allows you to transfer data from scanners to the PC after audit personnel scan all records within assigned locations or if they reach the 300 record limit.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

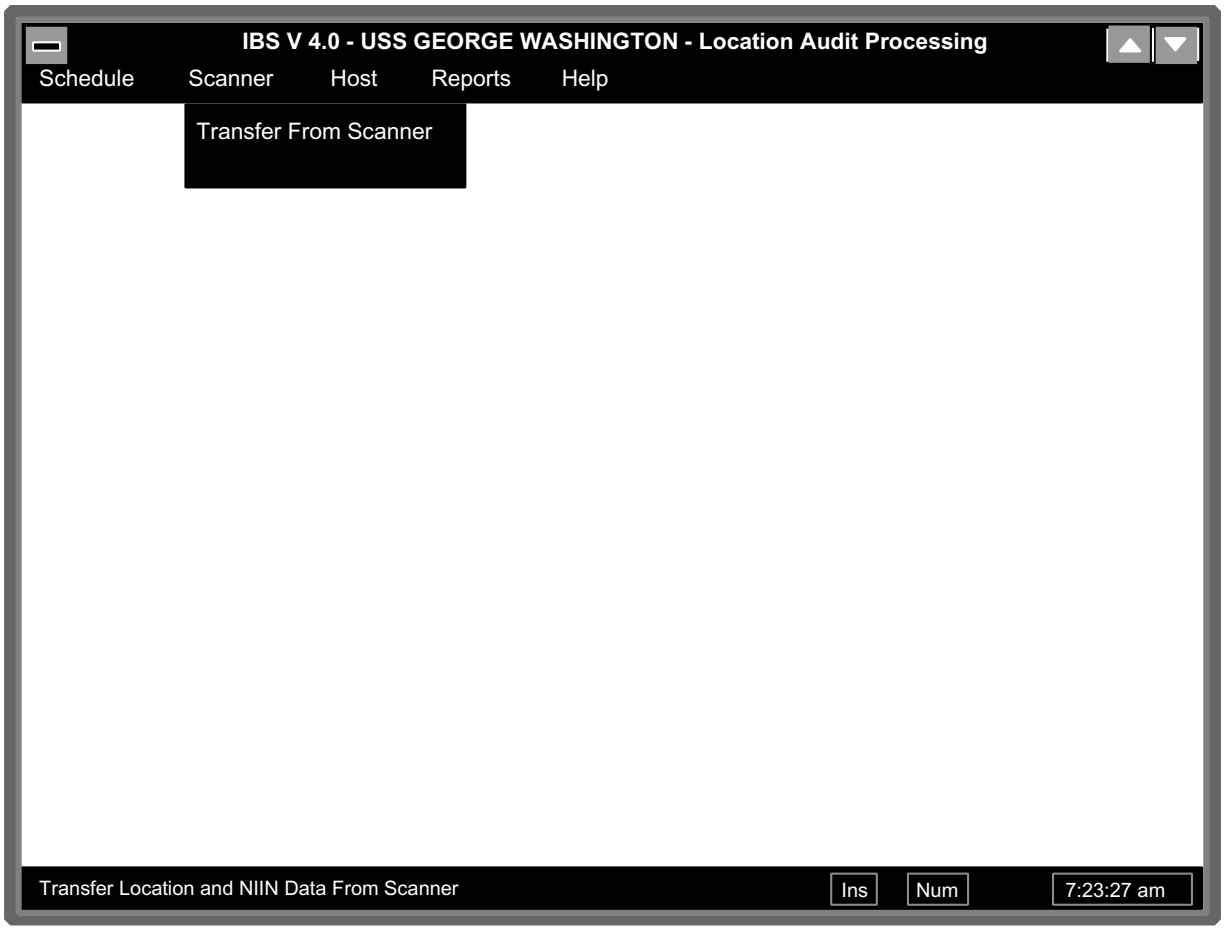


Figure 22

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Location Audit Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Location Audit Menu Screen.

(7) Step 7. Choose the Select LAP to Use Option from the Schedule Submenu.

(8) Step 8. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled*, select one of those options.)

(9) Step 9. Type in the file name of the location audit for which you wish to transfer data from a scanner to the PC or simply select it from the list on the screen.

(10) Step 10. Next, select the OK Option to begin the transfer of location-audit data from a scanner to the PC. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(11) Step 11. Select the Scanner Option from the Location Audit Menu Screen.

(12) Step 12. Select the Transfer From Scanner Option on the Scanner Submenu.

(13) Step 13. Ensure you connect the scanner-download cable securely to both the scanner and the PC, and then press numeric key 6 on the scanner.

(14) Step 14. The system now prompts you to decide whether you wish to transfer data from the scanner to the PC. Select the OK Option to continue this process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(15) Step 15. To continue this location-audit process, proceed to the next paragraph.

5. Print the Download Report.

a. General. This function allows you to print a report of the data that the system transferred for each scanner file but did not update.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Schedule Option from the Location Audit Menu Screen.

(2) Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.

(3) Step 3. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled*, select one of those options.)

(4) Step 4. Type in the file name of the location audit for which you wish to print a data transfer report or simply select it from the list on the screen.

(5) Step 5. Next, select the OK Option to continue this printing process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(6) Step 6. Select the Scanner Option from the Location Audit Menu Screen.

(7) Step 7. Select the Scanner Maintenance Option on the Scanner Submenu.

(8) Step 8. Ensure the Selected Location Audit Data Block shows the name of the process you wish to access and that the Selected Scanner Option appears in a selected mode. (If you wish to print a data-transfer report that includes data from all scanners, select the All Scanners Option.)

(9) Step 9. Select the number that corresponds to the scanner for which you wish to print a data-transfer report; then, select the Print Option. (If you wish to exit without completing this process, select the Cancel Option. The program returns to the Location Audit Menu Screen.)

(10) Step 10. Ensure the Selected Location Audit Name and the Scanner Number data blocks show the information you selected.

(11) Step 11. Enter your user ID code and then select the print options you require (NIIN or location sequence and print or screen only).

(12) Step 12. Select the Print Option once more; the program now prints the report.

(13) Step 13. To continue this location-audit process, proceed to the next paragraph.

6. Conduct a Manual QA Process.

a. General. This function allows quality-assurance (QA) personnel to use the Download Report to periodically verify scanner data. The Location Audit Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Review data-transfer reports for the following:

(a) Duplicate records (personnel audited the same item within the same location twice),

(b) Erroneous records and incorrect locations.

(2) Step 2. Research all erroneous records and incorrect locations.

(3) Step 3. Use data-transfer reports to randomly select records for the QA process. You also can conduct a QA check from the location to the report. Alternate between these two processes for best effect.

(4) Step 4. Have someone, other than the personnel that originally conducted the location audit, verify that the records you selected for the QA check are correct.

(5) Step 5. Reject the data if the validity of records for a particular scanner is less than established TYCOM standards.

(6) Step 6. Conduct another audit for the same range of locations of the scanner you rejected.

(7) Step 7. To continue this location-audit process, proceed to the next paragraph.

7. Edit Scanner Data.

a. General. This function allows you or the leader of the QA team to correct erroneous data noted by personnel conducting the QA check if they were unable to make corrections on the scanner.

NOTE: The IBS Program will not allow you to access scanner files after you check their validity and accept the scanner data. Consequently, you must make necessary changes to the files before processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Location AuditOption also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Location Audit Menu Screen.

(7) Step 7. Choose the Select LAP to Use Option from the Schedule Submenu.

(8) Step 8. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled,* select one of those options.)

(9) Step 9. Type in the file name of the location audit for which you wish to correct transfer data or simply select it from the list on the screen.

(10) Step 10. Next, select the OK Option to continue this editing process. This allows you to access the scanner data file you wish to correct. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(11) Step 11. Select the Scanner Option from the Location Audit Menu Screen.

(12) Step 12. Select the Scanner Maintenance Option on the Scanner Submenu.

(13) Step 13. Ensure the Selected Location Audit Data Block shows the name of the process you wish to access and that the Selected Scanner Option appears in a selected mode. (If you wish to correct data for all scanners, select them one at a time.)

(14) Step 14. Select the number that corresponds to the scanner for which you wish to correct a data-transfer report; then, select the Edit Option. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(15) Step 15. Correct the data as necessary; then, select the Update Option to save the changes.

NOTE: The data blocks you can change are the NIIN, location, federal supply classification (FSC), and special material identification code (SMIC).

(16) Step 16. Select the Cancel Option to exit from this process.

(17) Step 17. To continue this location-audit process, proceed to the next paragraph.

8. Process Accepted and Rejected Scanner Data.

a. General. This function allows you to either accept or reject data in scanner files depending on its validity rate after personnel complete quality-assurance checks.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Schedule Option from the Location Audit Menu Screen.

(2) Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.

(3) Step 3. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled*, select one of those options.)

(4) Step 4. Type in the file name of the location audit for which you wish to accept or reject transfer data or simply select it from the list on the screen.

(5) Step 5. Next, select the OK Option to continue this location-audit process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(6) Step 6. Select the Scanner Option from the Location Audit Menu Screen.

(7) Step 7. Select the Scanner Maintenance Option on the Scanner Submenu.

(8) Step 8. Ensure the Selected Location Audit Data Block shows the name of the process you wish to access and that the Selected Scanner Option appears in a selected mode. (If you wish to accept or reject data for all scanners, select the All Option.)

(9) Step 9. Select the number that corresponds to the scanner for which you wish to accept or reject transfer data. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(10) Step 10. Select the Accept or Reject Option as appropriate. (Remember that the program returns any scanner data that you reject for another location audit.)

(11) Step 11. Select the Cancel Option to exit from this process.

(12) Step 12. To continue this location-audit process, proceed to the next paragraph.

9. Conduct a NIIN-match Process.

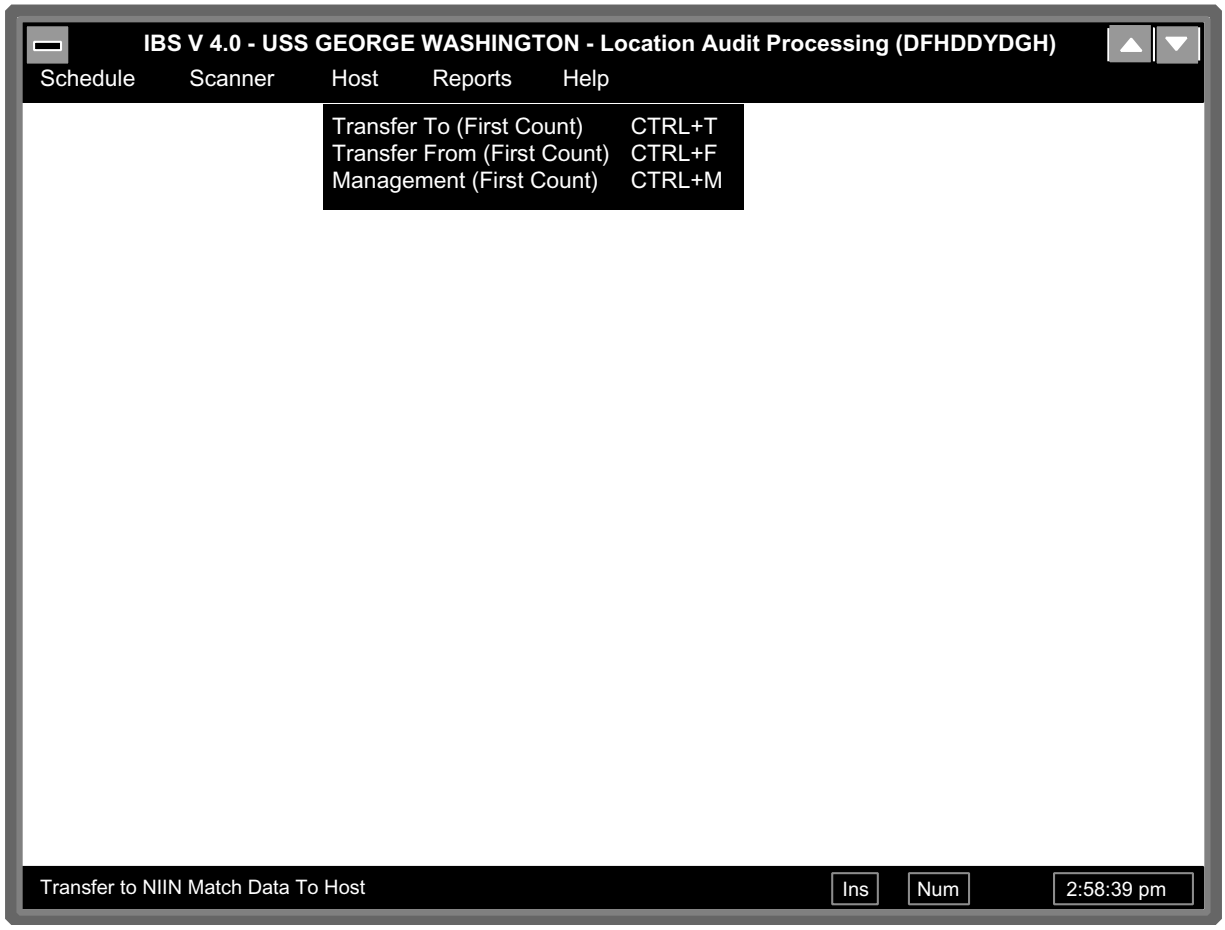


Figure 23

a. General. This function allows you to compare transfer data to data in the BMF.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Schedule Option from the Location Audit Menu Screen.

(2) Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.

(3) Step 3. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled*, select one of those options.)

(4) Step 4. Type in the file name of the location audit for which you wish to compare NIIN data or simply select it from the list on the screen.

(5) Step 5. Next, select the OK Option to continue this location-audit process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(6) Step 6. Select the Host Option from the Location Audit Menu Screen. Obtain permission from the SUADPS-RT Functional Area Supervisor (FAS) and personnel in the ADP Division before you begin to transfer data to the Host computer system.

(7) Step 7. Select the Transfer NIIN Match to Host Option from the Host Submenu.

(8) Step 8. When the Emulator Transfer Screen appears, press any key to continue the transfer process.

(9) Step 9. When the SUADPS-RT LOGIN banner appears, enter the term L IBS and press the ENTER key to log on to the Host computer.

(10) Step 10. Carefully read and follow the instructions on the screen. The Host initiates the file-transfer process.

(11) Step 11. During the transfer process, a warning appears if the Host system finds a location-audit process already on file. The program prompts you to decide whether you wish to overwrite the process already on file. Select the Yes Option to continue this process. (If you select the No Option, the program then prompts you to decide whether you wish to process the location audit already on file.)

NOTE: This problem usually occurs in one of the following situations:

- When you abort an invalid transfer,
- When you process BMF data on the Host and then do not transfer it to the PC,
- When you transferred a NIIN file but did not process it on the Host.

(12) Step 12. Now, you can initiate the ADP portion of the job to match the location-audit parameters you transferred to the Host computer. Select the Yes Option to continue. This is a very lengthy process, so please be patient. (If you select the No Option, the program completes the transfer of parameters to the Host computer without executing the location-audit process.)

NOTE: In the latter case, ADP personnel can then run this process at night (refer to para. 10) by initiating the ADPNCK.EC execute command from the IBS Working Directory. You will need an ADP Run Request for this procedure; contact the SUADPS-RT FAS for assistance.

(13) Step 13. Next, the system prompts you to decide whether you wish to transfer data to the PC. Select the Yes Option to continue this process. (If you select the No Option, the program completes this process without transferring the location-audit output to the PC. To continue the process from this point, proceed to the next paragraph titled Transfer Data From the Host to the PC.)

(14) Step 14. Press the ENTER key to access the SUADPS-RT LOGIN Banner Screen.

(15) Step 15. When the SUADPS-RT LOGIN banner appears, press the ALT key and alphabetic key Q at the same time to return the system to IBS. Once in IBS, the system will continue the NIIN-match process. This terminates RT-IMS processing on the Host computer. To continue the process from this point, proceed to the paragraph titled Generate Reports.

10. Transfer Data From the Host to the PC.

a. General. This function allows you to transfer mini-BMF data to the PC at any point after creating it. If you already transferred data during the NIIN-match process, this procedure is no longer necessary. Use this option only when the transfer of data to the PC was unsuccessful or personnel in the ADP Division executed the job at night.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Schedule Option from the Location Audit Menu Screen.

(2) Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.

(3) Step 3. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled*, select one of those options.)

(4) Step 4. Type in the file name of the location audit for which you wish to transfer data or simply select it from the list on the screen.

(5) Step 5. Next, select the OK Option to continue this location-audit process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(6) Step 6. Select the Host Option from the Location Audit Menu Screen. Obtain permission from the SUADPS-RT Functional Area Supervisor (FAS) and personnel in the ADP Division before you begin to transfer data to the Host computer system.

(7) Step 7. Select the Transfer BMF Data From Host Option from the Host Submenu.

(8) Step 8. When the Emulator Transfer Screen appears, press any key to continue the transfer process.

(9) Step 9. When the SUADPS-RT LOGIN banner appears, enter the term L IBS and press the ENTER key to log on to the Host computer.

(10) Step 10. Carefully read and follow the instructions on the screen. The Host initiates the file-transfer process.

(11) Step 11. Now, you can initiate the file transfer. Select the Yes Option to continue. This is a very lengthy process, so please be patient.

(12) Step 12. Press the ENTER key to access the SUADPS-RT LOGIN Banner Screen.

(13) Step 13. After the SUADPS-RT LOGIN banner appears, press the ALT key and alphabetic key Q at the same time to return the system to the IBS Program.

(14) Step 14. To continue this location-audit process, proceed to the next paragraph.

11. Generate Reports.

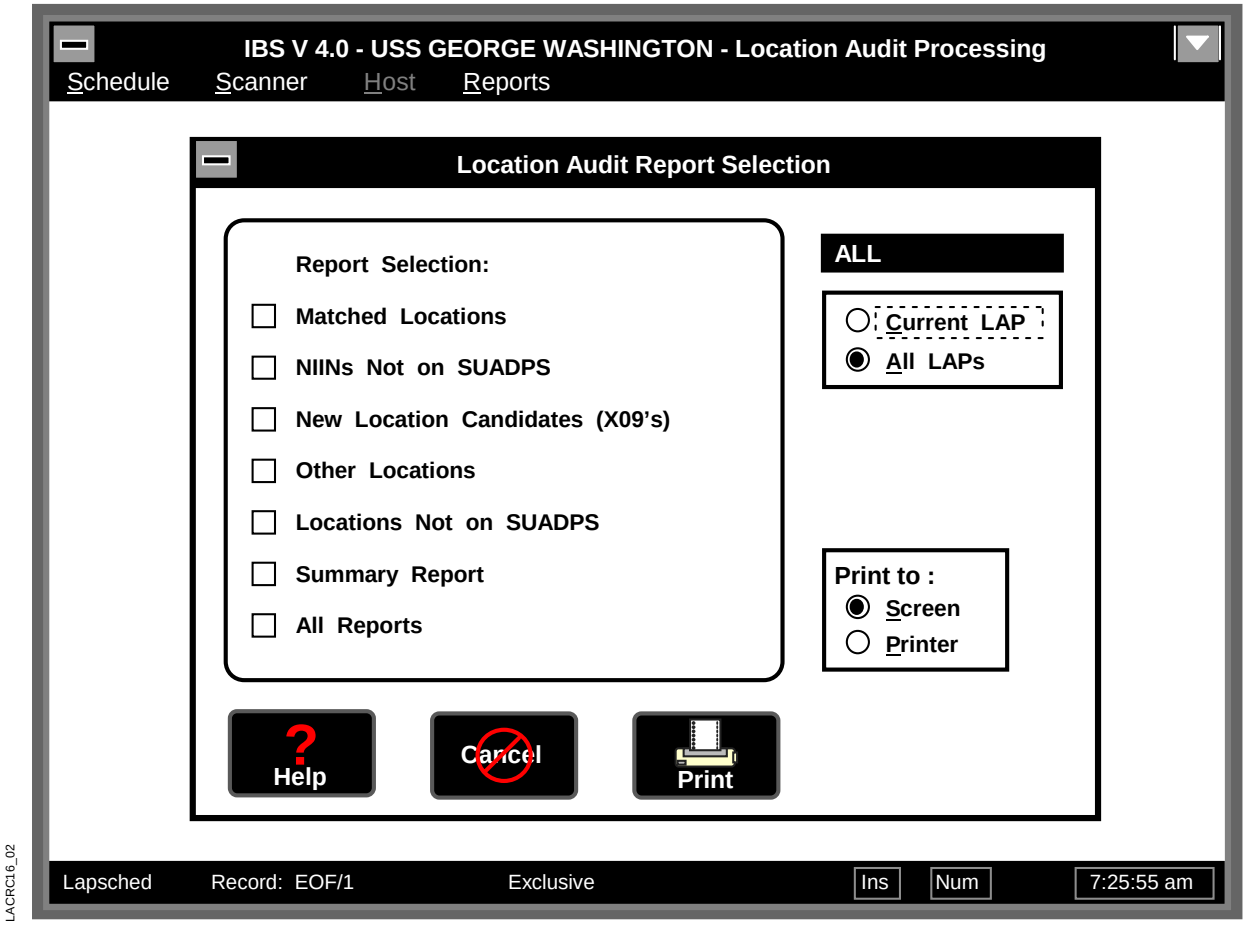


Figure 24

a. General. This function allows you to produce reports for a location-audit process. These reports contain all records that are on location-audit files. The IBS Program allows you to select to print these reports at any point after you transfer data from the last scanner and update the PC.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Select the Schedule Option from the Location Audit Menu Screen.

(2) Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.

(3) Step 3. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled*, select one of those options.)

(4) Step 4. Type in the file name of the location audit for which you wish to print reports or simply select it from the list on the screen.

(5) Step 5. Next, select the OK Option to continue this location-audit process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(6) Step 6. Select the Reports Option from the Location Audit Menu Screen.

(7) Step 7. Select the reports you require from those on the screen.

(8) Step 8. Select to use data from the current process or from all location audits for these reports.

(9) Step 9. Select whether you wish to send data to the printer or to the screen for viewing only.

(10) Step 10. Select the Print Option to begin to generate reports. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(11) Step 11. To continue this location-audit process, proceed to the next paragraph.

12. Research and Correct Reports. This function allows you to research erroneous records and correct them, when necessary.

a. Specific Reports. The procedures that are unique to individual reports are as follows:

(1) Discrepancy Report. Look for records that have a new location that differs from the old location by only a single digit. If this is the case, it generally indicates that the new location is erroneous. This occurs when an individual forgets to close out a location on the scanner before moving to the next location. A large number of records in this condition would suggest that personnel did not conduct a proper QA check.

(2) New Locations Report. Review the records on this listing to ensure that all of the locations meet the ship's location configuration and that none are erroneous.

(3) NIINs not on SUADPS. Query the BMF to try to locate the records. If the records are on the BMF, compare them to the ML-N, ML-C, Parts Master, or FEDLOG or have audit-team personnel return to the location and verify the NSN.

b. All Reports. The procedures that are common to all reports are as follows:

(1) Step 1. Compare valid NSN numbers not on the BMF to all allowance listings. If they appear on any of the listings, establish them on the BMF with the appropriate allowance type code. In addition, ensure you check for substitute relationships.

(2) Step 2. Establish records on the BMF for items that have valid NSN numbers (but no allowance) as AT Code 6 or 7 material. This will depend on the extended money value (EMV) of the on-hand quantity. Use the SUADPS-RT BMF Change or Establish Function for this purpose. Remember also to process an adjustment for the on-hand quantity.

(3) Step 3. Remove the material, for which your research proved inconclusive, from its location for further research.

(4) Step 4. Verify all discrepancies by going to the locations and determining the validity of the records on the listing. Do this only when the number of discrepancies is small enough for you to verify 100% of the locations.

To continue this location-audit process, proceed to the next paragraph.

13. Edit Output Data. As a result of the research you performed, edit the DI X09 File as necessary to reflect any changes. The IBS Program automatically generates adjustment transactions (DI X09) for all items that personnel found in new locations during the audit. If the number of changes is small, process them through SUADPS-RT interactively instead of transferring the file to the Host for batch processing. You can edit data in the DI X09 File that the IBS Program generated to include any changes that are the result of your research. Use the Line Editor Function to accomplish this process. To continue this location-audit process, proceed to the next paragraph.

14. Transfer Adjustment Data to the Host.

a. General. This function allows you to transfer data to the Host for batch processing after completing all corrections to the DI X09 File. The IBS Program will generate a location-changes file for batch processing.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification number (user ID) on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Location AuditOption also on the IBS Main Menu Screen.

(6) Step 6. Choose the Select LAP to Use Option from the Schedule Submenu.

(7) Step 7. Ensure the In Process Option appears in a selected mode. (If you wish to access a location-audit process that you already *completed* or *canceled*, select one of those options.)

(8) Step 8. Type in the file name of the location audit to which you wish to transfer data or simply select it from the list on the screen.

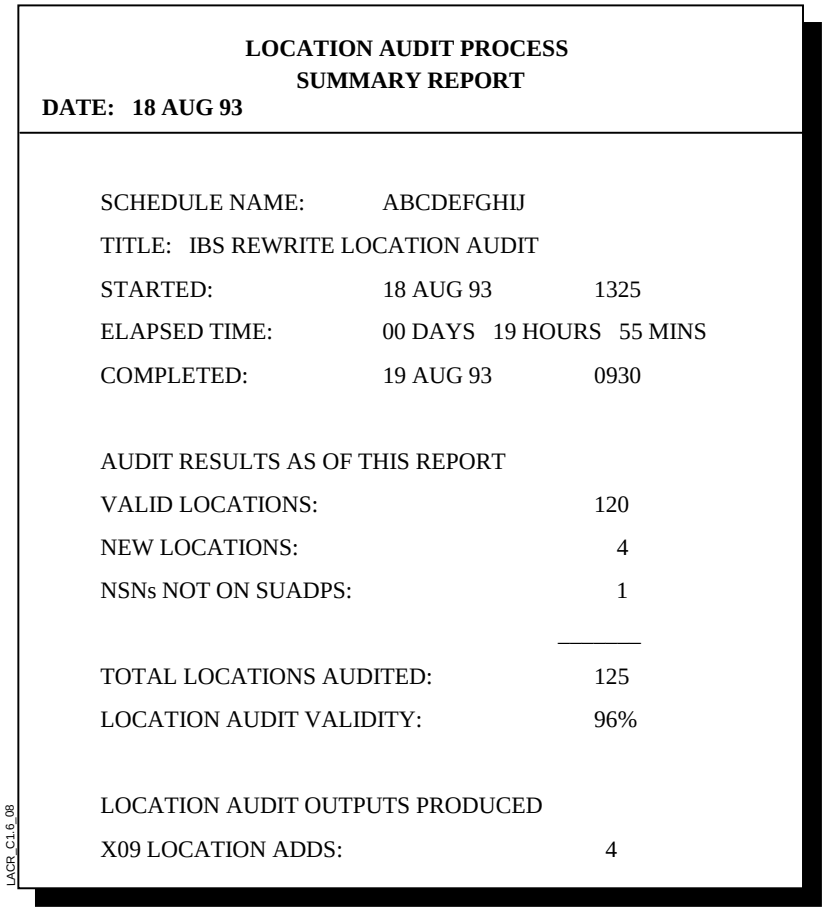
(9) Step 9. Next, select the OK Option to continue this location-audit process. (If you wish to exit without completing this process, select the Cancel Option. The program will return to the Location Audit Menu Screen.)

(10) Step 10. Select the Host Option from the Location Audit Menu Screen. Obtain permission from the SUADPS-RT Functional Area Supervisor (FAS) and personnel in the ADP Division before you begin to transfer data to the Host computer system.

(11) Step 11. Select the Transfer Adjustment Records to Host Option from the Host Submenu. Once the transfer process is complete, the system returns to the Location Audit Menu Screen. This concludes the location-audit process.

E. LOCATION-AUDIT REPORTS

1. Summary Report.



LOCATION AUDIT PROCESS
SUMMARY REPORT
DATE: 18 AUG 93

SCHEDULE NAME: ABCDEFGHIJ
TITLE: IBS REWRITE LOCATION AUDIT
STARTED: 18 AUG 93 1325
ELAPSED TIME: 00 DAYS 19 HOURS 55 MINS
COMPLETED: 19 AUG 93 0930

AUDIT RESULTS AS OF THIS REPORT
VALID LOCATIONS: 120
NEW LOCATIONS: 4
NSNs NOT ON SUADPS: 1

TOTAL LOCATIONS AUDITED: 125
LOCATION AUDIT VALIDITY: 96%

LOCATION AUDIT OUTPUTS PRODUCED
X09 LOCATION ADDS: 4

LACR_C1.6_08

Figure 25

a. Features. This report provides the following data for the records you audited:

(1) Schedule Name. This data field shows the name of the location audit.

(2) Title. This data field describes the type of audit you conducted as well as the area it covers.

(3) Started. This data field shows the actual time on which you started the location audit.

(4) Elapsed Time. This data field shows the total amount of time you required to complete the location audit.

(5) Completed. This data field shows the date and time on which you completed the location audit.

(6) Audit Results as of This Report. This data field lists the results of the audit segregating data as follows;

(a) Valid Locations. This data field shows the number of locations you audited whose item and quantity data was identical to that in the BMF;

(b) New Locations. This data field shows the number of locations you audited that had items that the BMF did not show in these locations;

(c) NSNs Not on SUADPS. This data field shows the number of locations audited that had items that the BMF did not show in any location.

(7) Total Locations Audited. This data field shows the total number of locations you audited.

(8) Location Audit Validity. This data field shows the percentage of locations with valid data out of the total number of locations you audited.

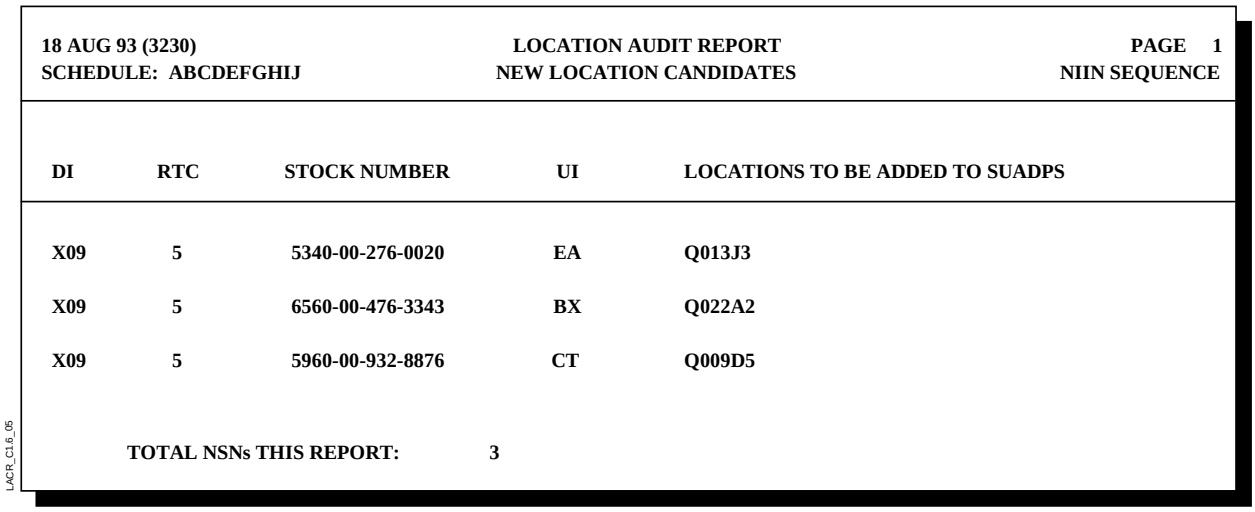
(9) Location Audit Outputs Produced. This data field shows the number of location-addition transactions (DI X09) that the system produced during this location audit.

This report also provides various managers with a statistical snap-shot of the storerooms you audited. It allows managers to decide whether the entire storage area requires a location audit because of the low validity rate of a particular storeroom.

b. Distribution. This report requires distribution as follows:

(1) Daily to the Location Audit Supervisor,
(2) Weekly to the Stock Control Officer,
(3) Weekly to the Material Division Officer,
(4) Weekly to the Aviation Support Officer,
(5) Weekly to the Quality Assurance Officer,
(6) Weekly to the Stores Officer,
(7) Weekly to the Supply Officer.

2. New Location Candidates Report.



18 AUG 93 (3230) LOCATION AUDIT REPORT PAGE 1
SCHEDULE: ABCDEFGHIJ NEW LOCATION CANDIDATES NIIN SEQUENCE

DI	RTC	STOCK NUMBER	UI	LOCATIONS TO BE ADDED TO SUADPS
X09	5	5340-00-276-0020	EA	Q013J3
X09	5	6560-00-476-3343	BX	Q022A2
X09	5	5960-00-932-8876	CT	Q009D5

TOTAL NSNs THIS REPORT: 3

LACR_C1.6_05

Figure 26

a. Features. This report provides the following data for the records you audited:

(1) DI. This data field shows the document identifier you used to add a location record for an item you found in a location that the BMF does not show for that item.

(2) RTC. This data field shows the record type code (RTC) you used to identify a category of material for the item above (Q-COSAL = 5, stock = 1).

(3) Stock Number. This data field shows the stock number for the item above.

(4) UI. This data field shows the unit of issue for the item above.

(5) Locations to Be Added to SUADPS. This data field shows the location you will add to the BMF for the item above.

(6) Total NSNs This Report. This data field shows the total number of NSN records on the report.

b. Research Requirements. Research the records on this report while keeping the following in mind:

(1) Can or should personnel consolidate these items into locations that already appear in the BMF?

(2) As these locations do not appear in the BMF for those items, should personnel conduct spot inventories of these items to verify whether gain-by-inventory transactions are necessary?

(3) If there is a large number of records on this report, should personnel conduct a wall-to-wall inventory?

c. Distribution. This report requires distribution as follows:

(1) Daily to the Location Audit Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Weekly to the Stores Officer.

3. NIINs Not on SUADPS Report.

18 AUG 93 (3230) LOCATION AUDIT REPORT PAGE 1
SCHEDULE: ABCDEFGHIJ NIINs NOT ON SUADPS NIIN SEQUENCE

STOCK NUMBER	SCANNED LOCATION	SCANNER USER ID	SCANNER NUMBER	SCANNED DATE
5320-00-497-6353	Q001A1	SR3518	01	3221
5920-00-872-1411	Q013J6	SR3518	01	3221
1560-01-269-9672	Q136H3	SR3518	02	3221
4820-01-274-6482	Q143C4	SR3518	03	3221

TOTAL NSNs THIS REPORT: 4 MANUAL RESEARCH REQUIRED.

LAGR_C1.6_04

Figure 27

a. Features. This report provides the following data for the records you audited:

(1) Stock Number. This data field shows the stock number of an item you found that the BMF does not show in any location.

(2) Scanned Location. This data field shows the identification number of the location in which you found the item above.

(3) Scanner User ID. This data field shows the identification number of the person conducting the audit.

(4) Scanner Number. This data field shows the identification number of the scanner you used during the audit.

(5) Scanned Date. This data field shows the date on which you audited the item above.

(6) Total NSNs This Report. This data field shows the total number of handscribe cards the system generated for this location audit.

b. Research Requirements. Research the records on this report while keeping the following in mind:

(1) Is the NIIN that requires recording correct? (Use the ML-N to verify this.)

(2) Is the NIIN incorrect? (If so, correct it and verify the location in the BMF for the correct NIIN.)

(3) Is this a substitute for a NIIN already on the BMF?

(a) If so, conduct a spot inventory to ensure the on-hand quantity in the BMF agrees with the count quantity.

(b) If they agree, mark the material with the primary NIIN as it appears in the BMF.

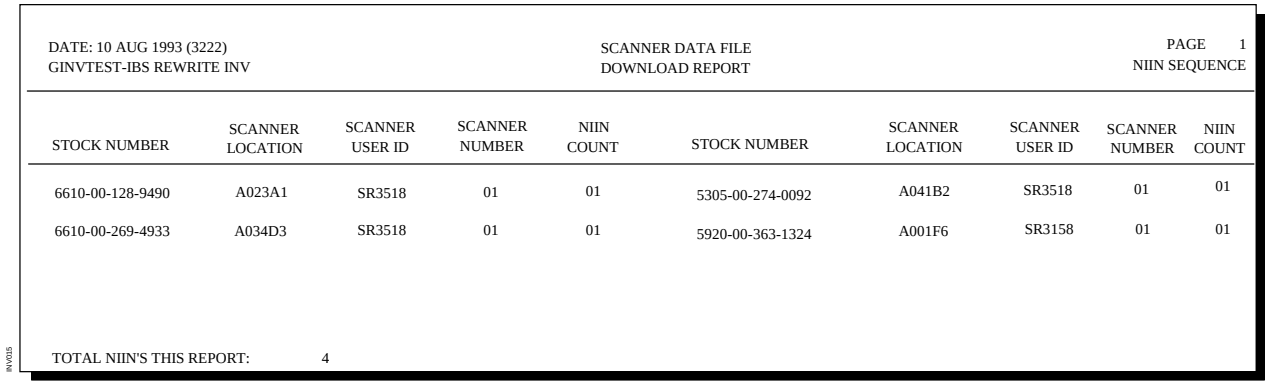
(c) If a gain by inventory is necessary, list the record under the primary NIIN and link it as a substitute.

(d) If the NIIN is correct but is not a substitute, establish the record on the and process a gain by inventory.

c. Distribution. This report requires distribution as follows:

(1) Daily to the Location Audit Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Weekly to the Stores Officer.

4. Scanner Data File Download Report.



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS REWRITE INV

SCANNER DATA FILE
DOWNLOAD REPORT

PAGE 1
NIIN SEQUENCE

STOCK NUMBER	SCANNER LOCATION	SCANNER USER ID	SCANNER NUMBER	NIIN COUNT	STOCK NUMBER	SCANNER LOCATION	SCANNER USER ID	SCANNER NUMBER	NIIN COUNT
6610-00-128-9490	A023A1	SR3518	01	01	5305-00-274-0092	A041B2	SR3518	01	01
6610-00-269-4933	A034D3	SR3518	01	01	5920-00-363-1324	A001F6	SR3158	01	01

TOTAL NIIN'S THIS REPORT: 4

INV035

Figure 28

a. Features. The IBS Program prints this report, in NIIN sequence, every time you transfer data from a scanner to a PC. It provides the following data for the records you audited:

(1) Stock Number. This data field shows the stock number of an item you audited during this process.

(2) Scanned Location. This data field shows the identification number of the location in which you found the item above.

(3) Scanner User ID. This data field shows the identification number of the person conducting the audit.

(4) Scanner Number. This data field shows the identification number of the scanner you used during the audit.

(5) Labels Type. This data field shows the type of labels (location or material) you require for the item above.

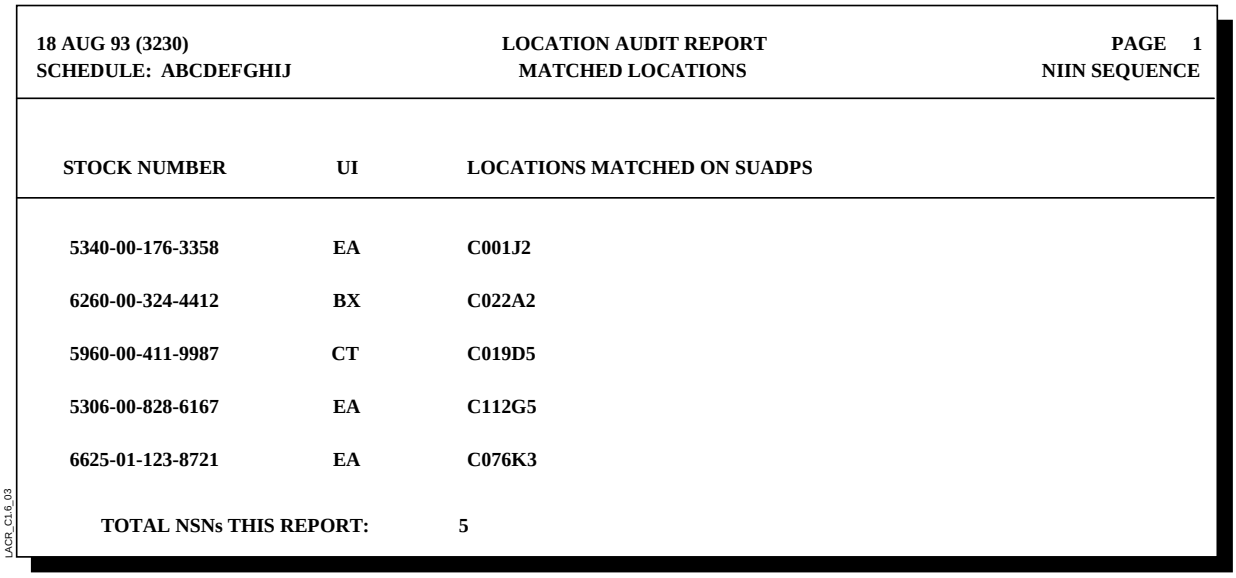
(6) Labels Qty. This data field shows the number of labels you require for the item above.

(7) Scanner Date. This data field shows the date on which you audited the item above.

Retain and file a copy of this report to provide each individual with record-count statistics. Use this report if you lose scanner data or if you can no longer retrieve it.

b. Distribution. Provide this report daily to the Location Audit Supervisor.

5. Matched Locations Report.



18 AUG 93 (3230) LOCATION AUDIT REPORT PAGE 1
SCHEDULE: ABCDEFGHIJ MATCHED LOCATIONS NIIN SEQUENCE

STOCK NUMBER	UI	LOCATIONS MATCHED ON SUADPS
5340-00-176-3358	EA	C001J2
6260-00-324-4412	BX	C022A2
5960-00-411-9987	CT	C019D5
5306-00-828-6167	EA	C112G5
6625-01-123-8721	EA	C076K3

TOTAL NSNs THIS REPORT: 5

LACR_C16_03

Figure 29

a. Features. This report provides the following data for the records you audited:

(1) Stock Number. This data field shows the stock number of an item you audited in a location that the BMF lists for it.

(2) UI. This data field shows the unit of issue for the item above.

(3) Locations Matched on SUADPS. This data field shows the location of the item above.

(4) Total NSNs This Report. This data field shows the total number of NSN records whose data was identical to that in the BMF.

b. Research Required. Review this report and then retain it on file.

c. Distribution. Provide this report daily to the Location Audit Supervisor.

6. Locations Not on SUADPS Report.

12 August 94 (4224) LOCATION AUDIT REPORT
SCHEDULE: TA00000LAP LOCATIONS NOT ON SUADPS NIIN SEQUENCE

FGC	FRC	ATC	COG	STOCK NUMBER	UI	SUADPS ON HAND QTY	STOCK DUE QTY	SCANNED LOCATION NOT ON SUADPS	CURRENT SUADPS LOCATIONS
		6	9G	4140-00-056-3904	EA	1	0	TA0097	000666 000666
		1	9Z	5305-00-071-2079	EA	1600	0	TA0108	MA0026 MA0026
		1	1H	4470-00-273-1889X3	EA	17	0	TA0048	Q0003 Q0003
		9	9N	5935-00-341-1258	EA	5	0	TA0004	TA0005 TA0005 TA0005
		1	9G	5940-00-538-4089	EA	1	0	TA0105	Q0136 Q0136
		2	9Q	5340-00-664-1707	BX	28	3	TA0036	5A0080 TA0035 5A0080 5A0080 TA0035 TA0035

TOTAL RECORDS THIS REPORT: 6

LAQR_C16_07

Figure 30

a. Features. This report provides the following data for the records you audited:

(1) FGC. This data field shows the family group code (FGC), if applicable, for an item you found in a location that the BMF does not show for it.

(2) FRC. This data field shows the family relationship code (FRC), if applicable, for the item above.

(3) ATC. This data field shows the allowance type code for the item above.

(4) COG. This data block shows the cognizance symbol for the item above.

(5) Stock Number. This data field shows the stock number for the item above.

(6) UI. This data field shows the unit of issue for the item above.

(7) SUADPS On-hand Qty. This data field shows the actual on-hand quantity in the BMF for the item above.

(8) Stock Due Qty. This data field shows the actual stock-due quantity in the BMF for the item above.

(9) Scanned Locations Not on SUADPS. This data field shows the locations that the BMF shows for the item above.

(10) Current Scanned Locations. This data field shows the location in which you found the item above during the location audit.

b. Research Requirements. Research the records on this report while keeping the following in mind:

(1) Can or should personnel consolidate these items into locations that already appear in the BMF?

(2) As these locations are not in the BMF, should personnel conduct spot inventories of these items to verify whether gain-by-inventory transactions are necessary?

(3) If there is a large number of records on this report, should personnel conduct a wall-to-wall inventory?

c. Distribution. This report requires distribution as follows:

(1) Daily to the Location Audit Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Weekly to the Stores Officer.

7. Other SUADPS Locations for Scanned NIINs Report.

12 August 94 (4224) LOCATION AUDIT REPORT
SCHEDULE: TA00000LAP OTHER SUADPS LOCATIONS FOR SCANNED NIINs NIIN SEQUENCE

STOCK NUMBER	UI	SCANNED LOCATIONS	SUADPS LOCATIONS FOR SCANNED NIIN			
5310-00-003-4094	HD	TA0113	7136J2	TA0113	7136J2	TA0113
5950-00-004-0220	EA	TA0097	TA0097	TA0097		
1377-00-005-5629	EA	TA0084	TA0084	TA0084		
6685-00-009-3764	EA	TA0102	TA0102	XA0036	TA0102	XA0036
5985-00-009-7635	EA	TA00096	TA0096	XA0058	XA0025	TA0096
				XA0025		
5930-00-018-8823	EA	TA0012	TA0012	TA0012		
5330-00-020-0064	EA	TA0127	TA0127	TA0127	7BH9F1	7102A4
				TA0127	7BH9F1	7102A4

TOTAL RECORDS THIS REPORT: 7

LAGR_C1.6_06

Figure 31

a. Features. This report provides the following data for the records you audited:

(1) Stock Number. This data field shows the stock number for an item you audited.

(2) UI. This data field shows the unit of issue for the item above.

(3) Scanned Locations. This data field shows the location in which you scanned the item above during the location audit.

(4) SUADPS Locations for Scanned NIIN. This data field shows all the locations that appear in the BMF for the item above.

(5) Total Records This Report. This data field shows the total number of NSN records on this report.

b. Research Requirements. Research the records on this report while keeping the following in mind: Can or should personnel consolidate these items into locations already in the BMF?

c. Distribution. Provide this report daily to the Location Audit Supervisor.

F. RELATED PROCEDURES

1. Generate Bar-code Labels.

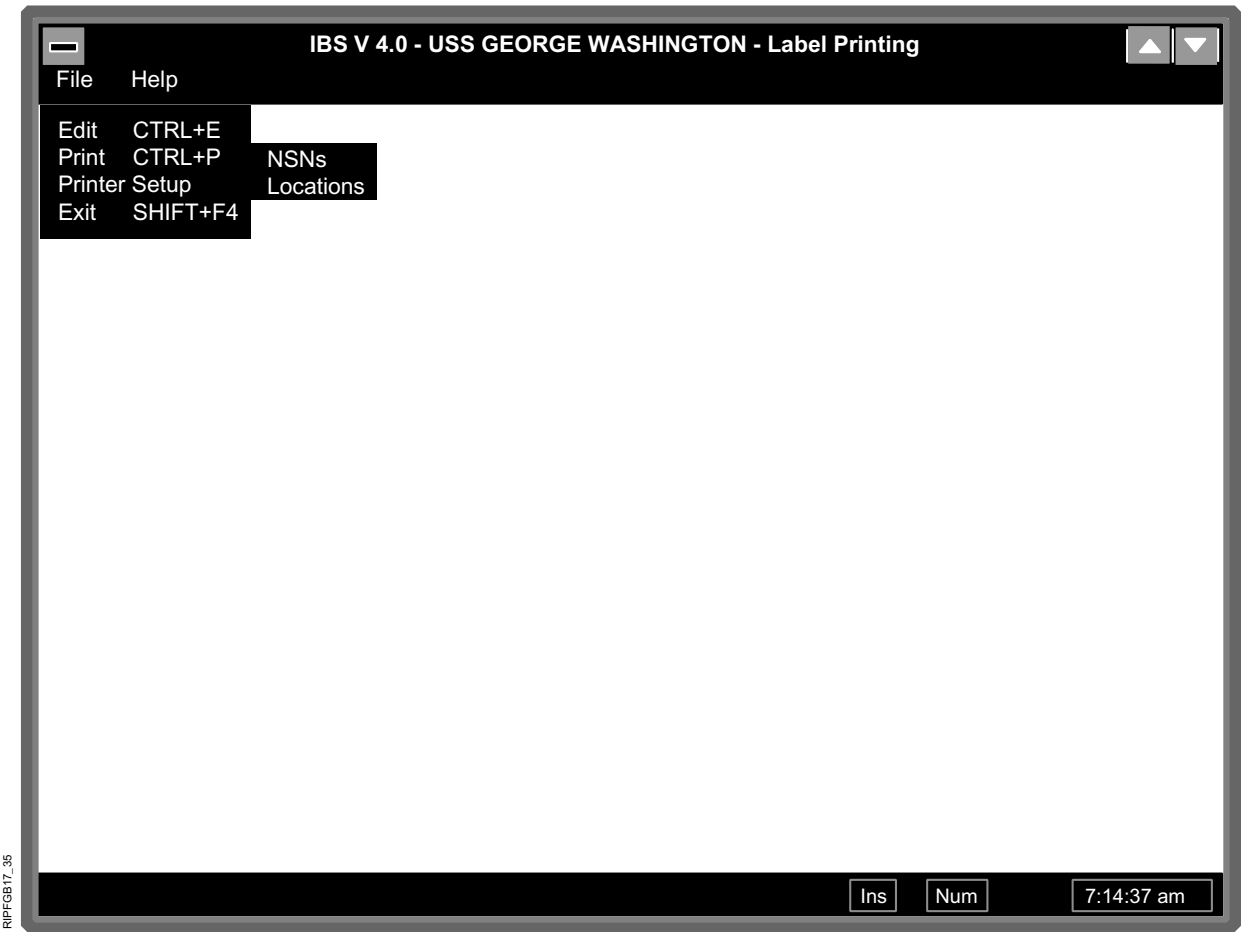


Figure 32

a. General. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows MenuScreen from the DOS prompt (C:>).

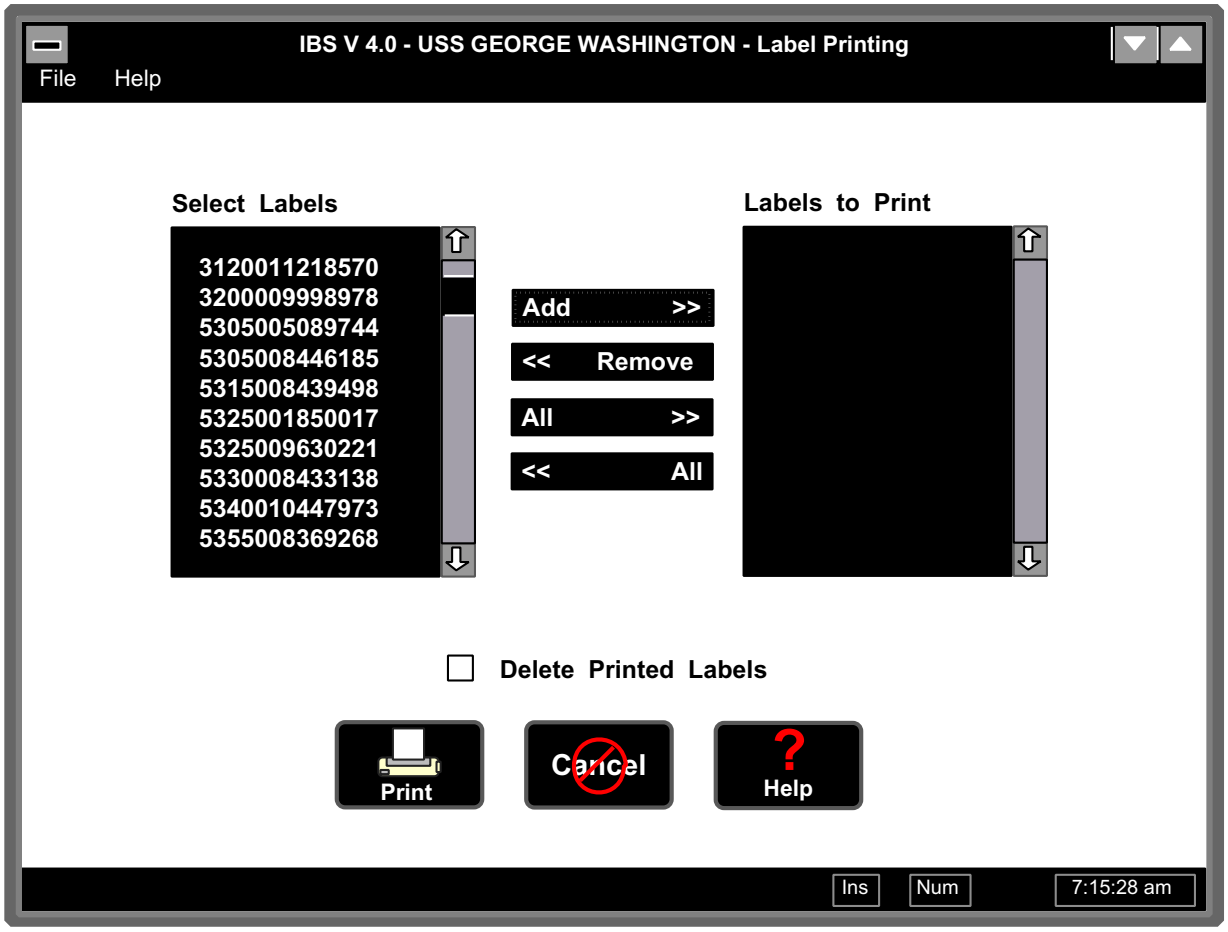


Figure 33

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Ensure you connected the IBS label printer to the PC correctly and then, select the Label Printing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Print Option from the File Submenu and the NSNs or Locations Option from the Print Submenu.

(8) Step 8. Select the particular label you wish to print and then select the Add Option. (The NSN record automatically moves from the Select Labels Column to the Labels to Print Column.) If you wish to print labels for more than one NSN record, hold down the SHIFT key as you select the various records.

NOTE: If you wish to print all labels in the Select Labels Column, select the appropriate All Option. If you wish to remove a record from the Labels to Print Column, select it and then the Remove Option. If you wish to remove all records from the Labels to Print Column, select the All Option.

(9) Step 9. Select the Delete Printed Labels Option if you wish to erase the records from file after printing.

(10) Step 10. Select the Print Option to continue. (If you select the Cancel Option, the program aborts this process without printing labels.)

(11) Step 11. When the labels finish printing, forward them to the appropriate storage area.

2. Edit Bar-code Labels.

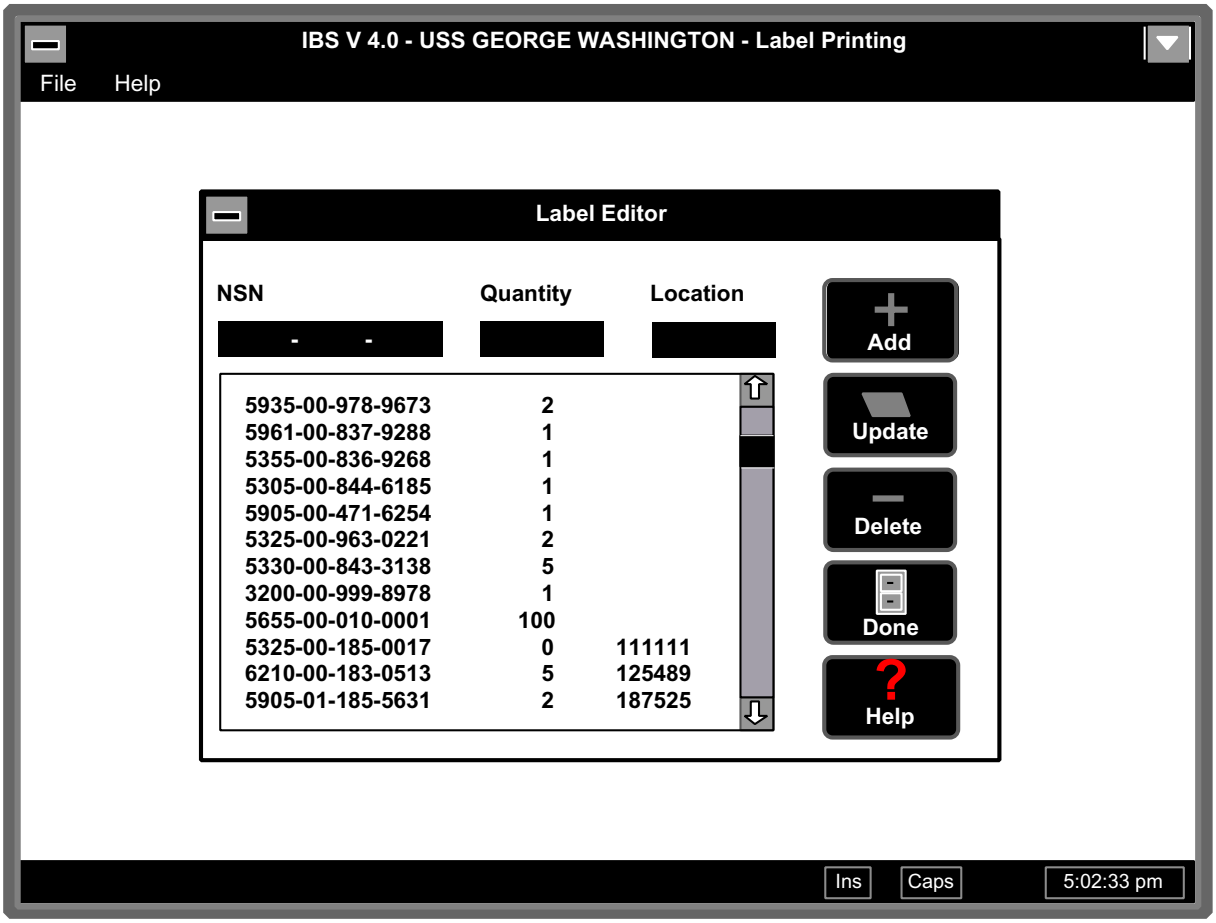


Figure 34

a. General. This function allows you to modify bar-code records in the Print File or to add or delete records.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Edit Option from the File Submenu.

(8) Step 8. Select the record you wish to modify or delete from those that appear on the screen.

(9) Step 9. Select the data field you wish to edit, type over that data, and then select the Update Option.

NOTE: If you wish to add a record, select the Add Option, then select the NSN data field and begin typing in data. When you finish, select the Update Option to input the record to the file. If you wish to delete a record, select the record and then the Delete Option.

(10) Step 10. When you finish editing, select the Done Option to save your edits.

3. Select a Bar-code Printer Setup.

Figure 35

a. General. This function allows you to set up the type of printer you will use to produce bar-code labels.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Printer Setup Option from the File Submenu.

(8) Step 8. Select a printer from those shown on the screen and then select the OK Option. (If you select the Cancel Option, the program aborts this process without selecting a printer.)

4. Cancel the Process.

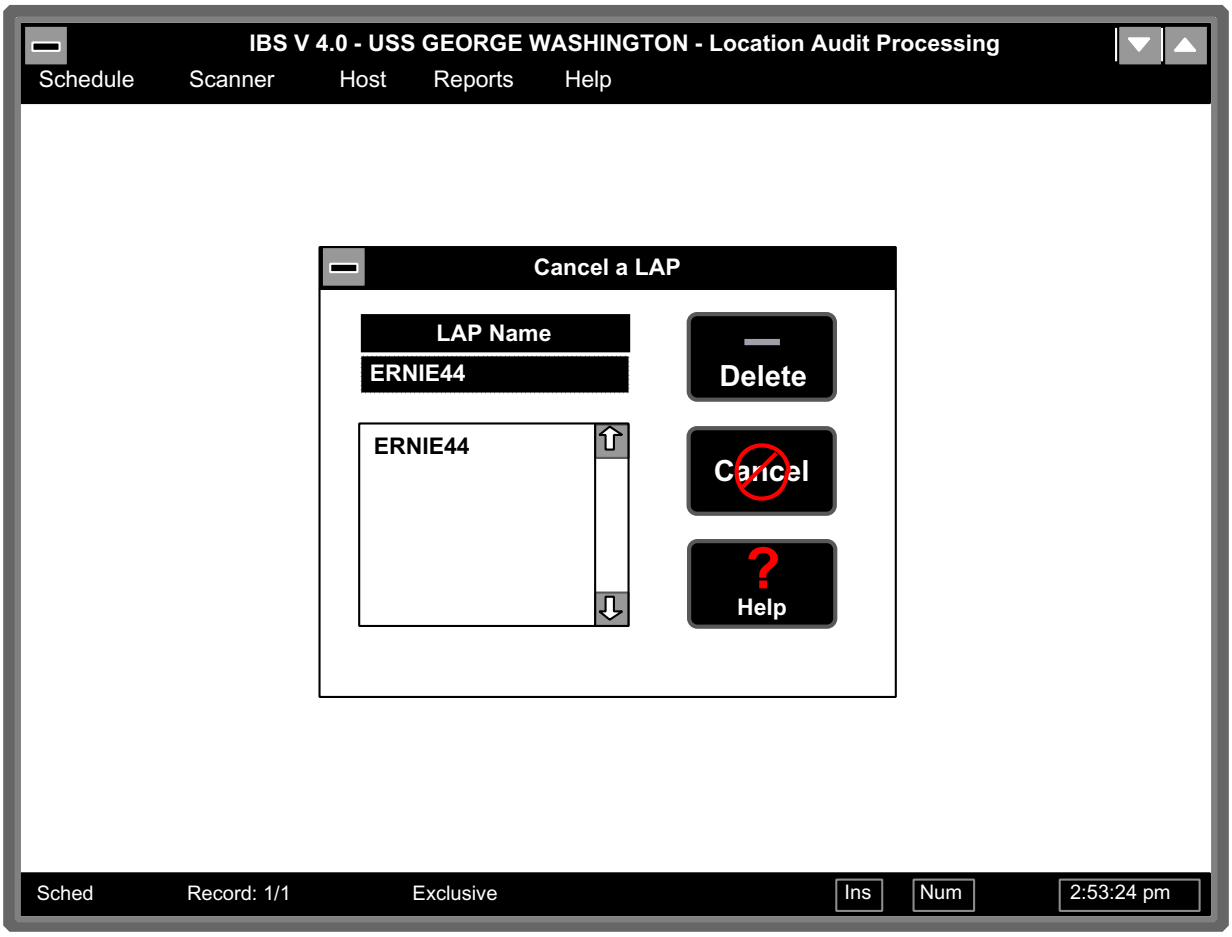


Figure 36

a. General. This function allows you to permanently stop a location-audit job that is currently in process. (The program automatically removes from active status any process that completes successfully.)

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Location AuditOption from the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the next screen.

(7) Step 7. Select the Cancel LAP in Progress Option from the Schedule Submenu.

(8) Step 8. Select the filename of the process you wish to cancel.

(9) Step 9. Select the Delete Option to cancel the process on the active file.

(10) Step 10. The program then prompts you to ensure this is the process you wish to cancel. Select the Yes Option to finalize the cancellation process. (If you select the No Option, the system will abort this cancellation process without s removing the process from active status.)

(11) Step 11. Select the Done Option to conclude this process.

5. Remove the Process.

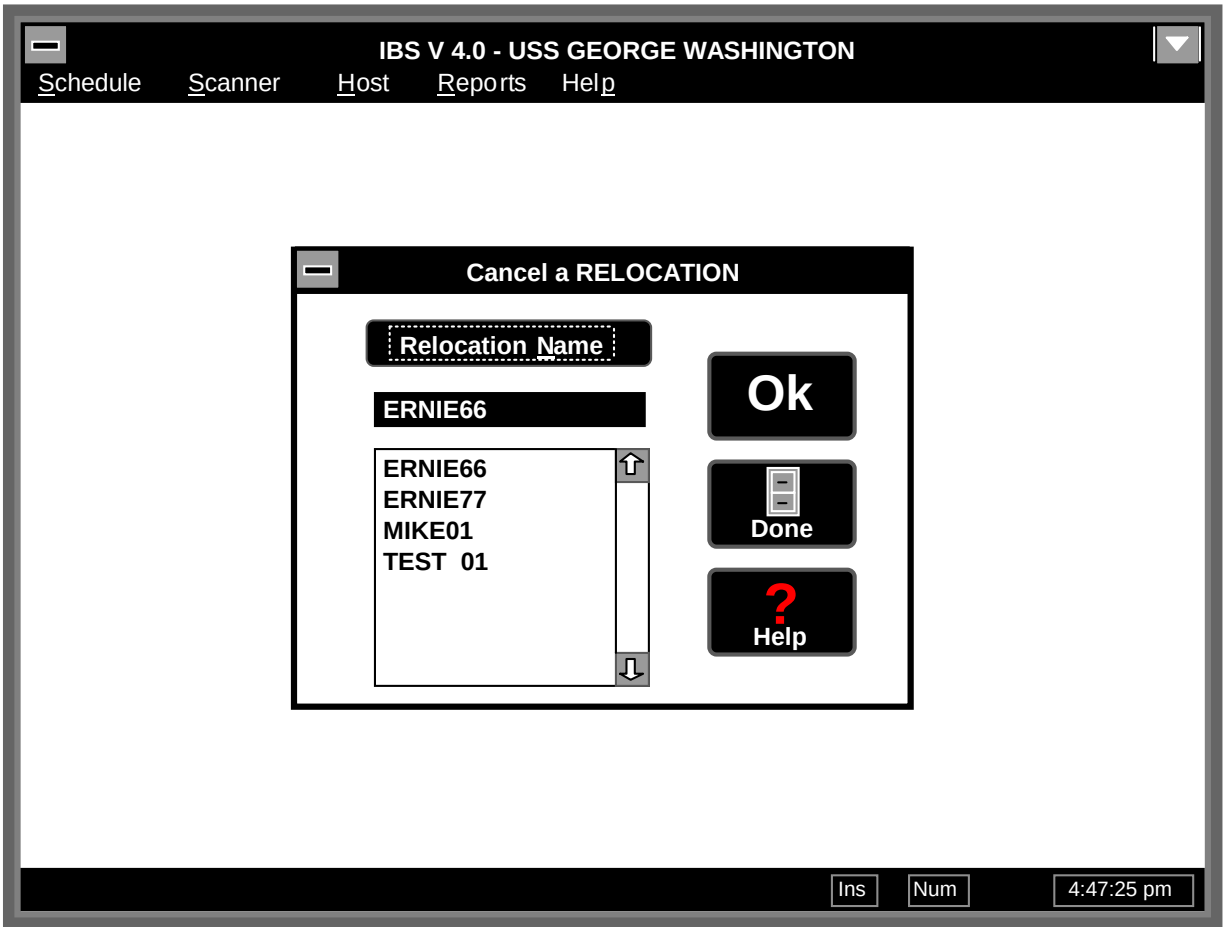


Figure 37

a. General. This function allows you to remove a location-audit job from files. This clears, from the PC all data fields and records that relate to the process. If you fail to remove a canceled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this function also to remove a completed process that you no longer require for report purposes.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Location AuditOption from the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the next screen.

(7) Step 7. Select the Remove Completed LAP Option from the Schedule Submenu.

(8) Step 8. Select the filename of the process you wish to remove.

(9) Step 9. Select the Delete Option to remove the process from the file.

(10) Step 10. The program then prompts you to ensure this is the process you wish to remove. Select the Yes Option to finalize the removal process. (If you select the No Option, the system will abort this process without removing the process from the file.)

(11) Step 11. Select the Done Option to conclude this process.

NOTE: The IBS Program has a purge date of 90 days after which it automatically removes from file all data for a canceled or completed process.

6. Check the Status of the Process.

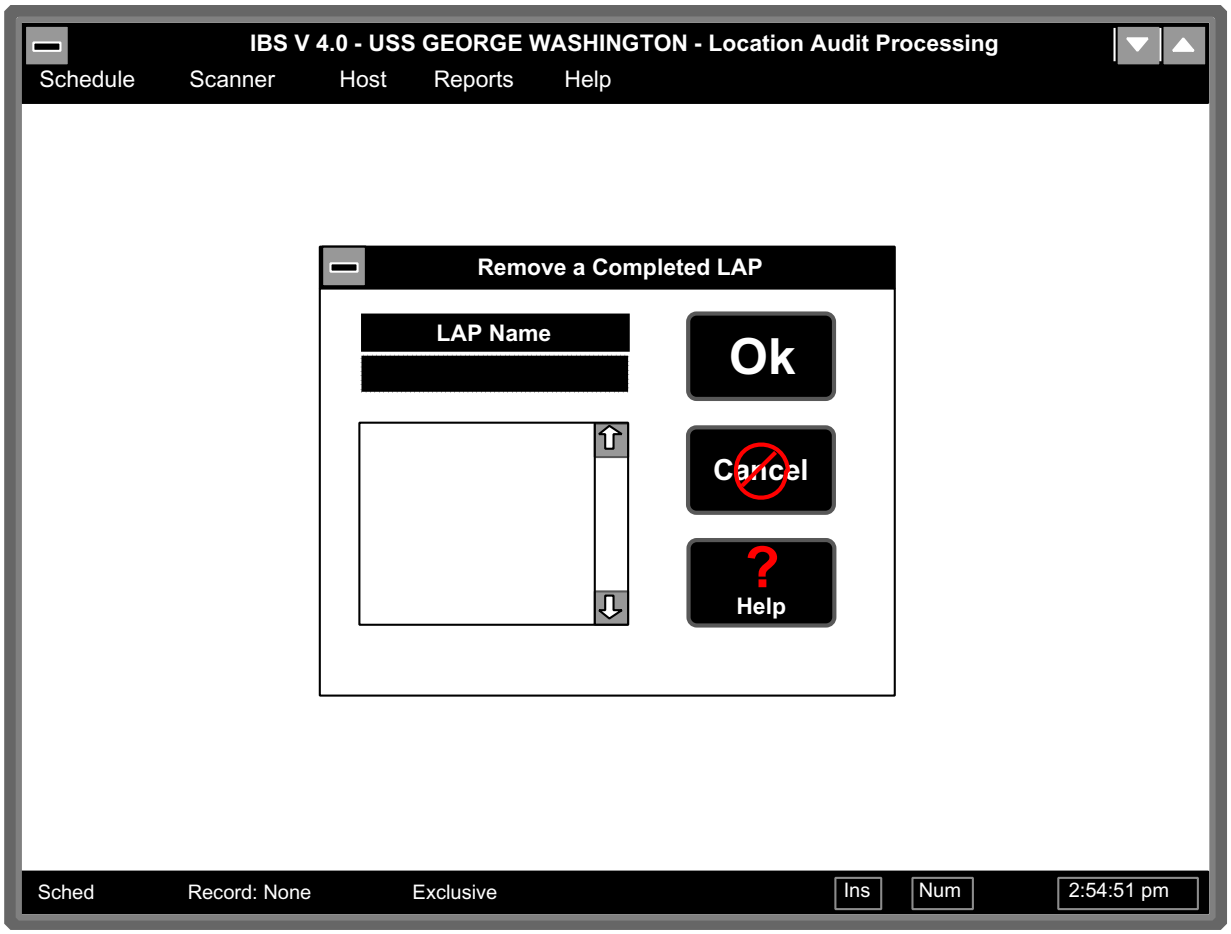


Figure 38

a. General. This function allows you to check a location-audit process any time after scheduling it to verify its status.

b. Processing. The procedures for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user-identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Location AuditOption from the IBS Main Menu Screen to review its status.

(6) Step 6. Select the Schedule Option from the next screen.

(7) Step 7. Select the Status Option from the Schedule Submenu.

(8) Step 8. Select the OK Option to exit from this process after you finish reviewing status.

G. RECOMMENDATIONS

1. General. This section provides detailed suggestions for proper processing from the lessons we have learned in the past. It provides as well a list of the publications we consider of most importance in this particular area of expertise.

2. Lessons Learned. The following is a list of problems we have encountered, their causes, and actions we recommend you execute as a part of routine business to prevent them:

a. Excessively Large C&H Listing.

(1) Cause. If you fail to use the IBS Program to process inventory data, you increase the probability of processing erroneous transactions. These transactions will then appear on the Listing of Unmatched Transactions for Captions C&H.

(2) Action. Use the IBS Program routinely to ensure the quick and accurate processing of inventory data.

b. Insufficient Disk Space.

(1) Cause. The IBS Program requires a large amount of disk space to execute efficiently. When attempting to access the IBS Program, the message "Too many applications open. Close applications, and start again." may appear.

(2) Action. Accomplish file cleanup procedures on your IBS PC as often as you can to ensure you always have the minimum disk requirements.

c. Internal Battery in Scanner Dies Unexpectedly Losing All Data Collected.

(1) Cause. You transferred too many records to a scanner.

(2) Action. Never exceed the maximum of 300 NIIN records per scanner. This will save you time and minimize the possibility of losing data.

d. PC Locks Up When Transferring Data.

(1) Cause. This problem is generally maintenance-related.

(2) Action. Contact the personnel responsible for maintenance. If you require further assistance, contact MTAT personnel.

e. Reduced Level of Charge on NiCad Battery Pack.

(1) Cause. You repeatedly discharge the battery only partially before recharging it. Over time the battery, through this conditioning, will be unable to achieve a full charge. This problem is known as memory effect.

(2) Action. To prevent memory effect, maintain one fully charged spare battery for every two scanners. Remove a battery from the scanner only when it indicates a low charge. Replace the battery with a fully charged battery. Recharge the battery that has a low charge. Use the discharge feature of the charging unit when changing every battery.

f. Scanner QA Processing Experiences Abnormal Termination.

(1) Cause. You scheduled a large process (more than 5000 items) as a single job. *This is not the same problem as transferring too many records to one scanner*.

(2) Action. Any time an error message appears, write it down and research the problem. If you do not understand the problem or correction, contact ADP or MTAT personnel for assistance. Do not attempt to modify, rename, or delete any IBS work files using DOS procedures.

g. Unable to Import Data to Databases.

(1) Cause. The IBS Program requires certain .pif file settings on your IBS PC to operate efficiently. If the settings are different from the standard layout, the program will not be able to import data to the databases after transferring it from the Host.

(2) Action. Ensure you follow the file setup procedures described in installation information.

h. Windows Will Not Release Terminal Emulator.

(1) Cause. The Windows Program may require the slight tapping of ESC and ALT key to release the terminal-emulator process.

(2) Action. Ensure you include these key strokes whenever you attempt to access the terminal-emulator.

3. References. The following are the references and sources we recommend you use when you require additional information:

a. CNAL/CNAPINST 4440.1 (series),
b. SUADPS-RT Support Procedures Manual,
c. Automated SNAP I Supply Procedures Manual (NAVSUP P-567).

H. SMA INTEREST ITEMS

1. General. This section provides details of the most common discrepancies found during a Supply Management Assessment (SMA). Refer to this section often to ensure you maintain your standards up to or better than those prescribed by your type commander.

2. Location audit. Below is a list of some of the areas affecting the IBS Coordinator that are of high interest to supply-management-assessment (SMA) inspectors:

a. Do personnel use the Integrated Barcode System (IBS) to conduct all inventory quantity and location audits and samples?

b. Do they specifically define parameters for location audits and quantity inventories?

c. Did ship's personnel develop a plan for the fiscal year concerning the use of ISSOT assistance in conducting inventories, location audits, excess offloads, and receipt processing?

d. Did they submit the plan and a request to the type commander at the beginning of the fiscal year?

I. CHECKOFF LIST

1. General. This section lists the various procedures necessary to the proper execution of your duties as the IBS Coordinator. These steps are in the sequence that will help ensure successful completion of your taskings.

2. Location Audit. The Location Audit Program (LAP) validates material data for a storeroom location to data in the Basic Material File (BMF).

a. Conduct a location audit of the entire storeroom before every major inventory. This will help identify locations not on the BMF and items that may require consolidation or relocation. It also helps you find lost or misplaced material.

b. Execute a storeroom analysis (TYCOM ALT series utility) to identify locations, manpower and equipment requirements, and scheduling adjustments. Do not enter more than 300 records per scanner.

c. Select team members and ensure that management personnel participate. Assign duties and responsibilities, making every member accountable for the project.

d. Develop POA&M procedures.

e. Conduct an equipment, hardware, and software site survey.

f. Conduct training on procedures and use of IBS equipment.

g. Schedule the location audit on the scanner. Do not load more than 300 records per scanner. This will facilitate corrections in case of scanner problems and when you need to reload records to the scanner.

h. Prepare run sheets for each location and use as a control record.

i. Schedule a location audit on IBS PC.

j. Conduct the location audit in the target storeroom.

k. Transfer scanner data to IBS PC.

l. Transfer the data to the Host for the NIIN-match process.

m. Transfer the NIIN-match data from the Host to the IBS PC.

n. Generate the Summary report, New Locations Report, and NIINs Not on SUADPS Report; and provide them to the Team Leader.

o. Correct all discrepancies.

p. Process location audit after completing extensive causative research.

q. Produce bar-code labels.

r. Identify items that require relocation (for example: hazardous material HAZMAT, classified, and so on).

s. Conduct QA sampling.

t. Provide a statistical summary utilizing graphs and charts.

u. Use a desk-top model to mass produce labels or a hand-held portable to produce labels on demand.

v. Provide a list of lessons learned and incorporate them into a functional desk guide.

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIIA: LOCATION AUDIT

LESSON PLAN
SECTION 7

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIIA: LOCATION AUDIT

SECTION 7: LESSON PLAN

1. Introduction. Attached to this cover sheet is the lesson plan that will allow you to train other personnel in the requirements and demands of your position. This lesson plan is the following: IBS Coordinator Procedures for a Location Audit (II-C.11). After you successfully complete your studies and earn full qualification in the location-audit arena, you may begin to train other personnel in procedures and processing in this area.

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COMNAVAIRLANT

IBS COORDINATOR PROCEDURES FOR A LOCATION AUDIT LESSON PLAN II-C.11

(Classroom Time 30 Minutes)

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFLP - 013
REV: SEPT 00

A. INTRODUCTION

- **General.** The Location-Audit Program validates the location of material in a particular storage area to ensure it agrees with data in the Basic Material File (BMF). Personnel usually schedule location-audit processes immediately before a scheduled inventory. In addition, you can use a location-audit process and the reports generated to identify the items personnel found in locations that do not appear in the BMF, records with national item identification numbers (NIIN) that do not appear in SUADPS-RT files, and those items that are in an excessive number of locations. Audit all locations in a storage area at least once a year. The timing of the location audit is essential to ensuring that an inventory has a 100% location validity. We cannot overemphasize the value of a properly prepared inventory. A well-managed, location-audit program accomplishes the following:

  Improves inventory accuracy and supply efficiency,
  Ensures maximum utilization of available storage space,
  Reduces the efforts required to conduct an inventory.

- **Types of Location Audit.** There is only one type of location-audit process available in Version 4.0 of the IBS Program. It functions in the same manner as a random location audit in Version 3.0.02. This location-audit process helps personnel identify potential problems in the validity of location data.

- **Procedures.** The schedule of events for a location audit is as follows:

  Schedule location audits for a particular storage area until you achieve a 100% validity,

  Select the parameters to input to the PC,

  Transfer scanner data to the PC,

  Process a NIIN match,

  Transfer BMF data to the PC,

  Produce location-audit reports,

Review reports and correct any discrepancies you find.

- **Report Generation.** The IBS Program only allows you to produce cumulative reports for a location audit. These are reports that contain all records residing on location-audit files.

B. PRESENTATION

- **Program Scanners for Processing.**

  General. This function allows you to ensure all scanners are ready for personnel to use before beginning the location-audit process.

  Processing. The procedures for this process are as follows:

  - Step 1. Select the Location Audit Option from the Main Menu Screen on the scanner by pressing numeric key 2.
  - Step 2. Next, select the LAP Option by pressing numeric key 1.
  - Step 3. Enter the 6- to 10-digit name of this location-audit process.
  - Step 4. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for issue to processing personnel.
  - Step 5. Proceed to the next paragraph to continue this location-audit process.

- **Schedule the Process.**

Figure 1

General. This function allows you to schedule the location audit on the PC. To do this you must first establish parameters in the PC.

NOTE: If you do not schedule a location on the PC, the system will automatically schedule it upon transfer of location-audit data from a scanner.

Processing. The procedures for this process are as follows:

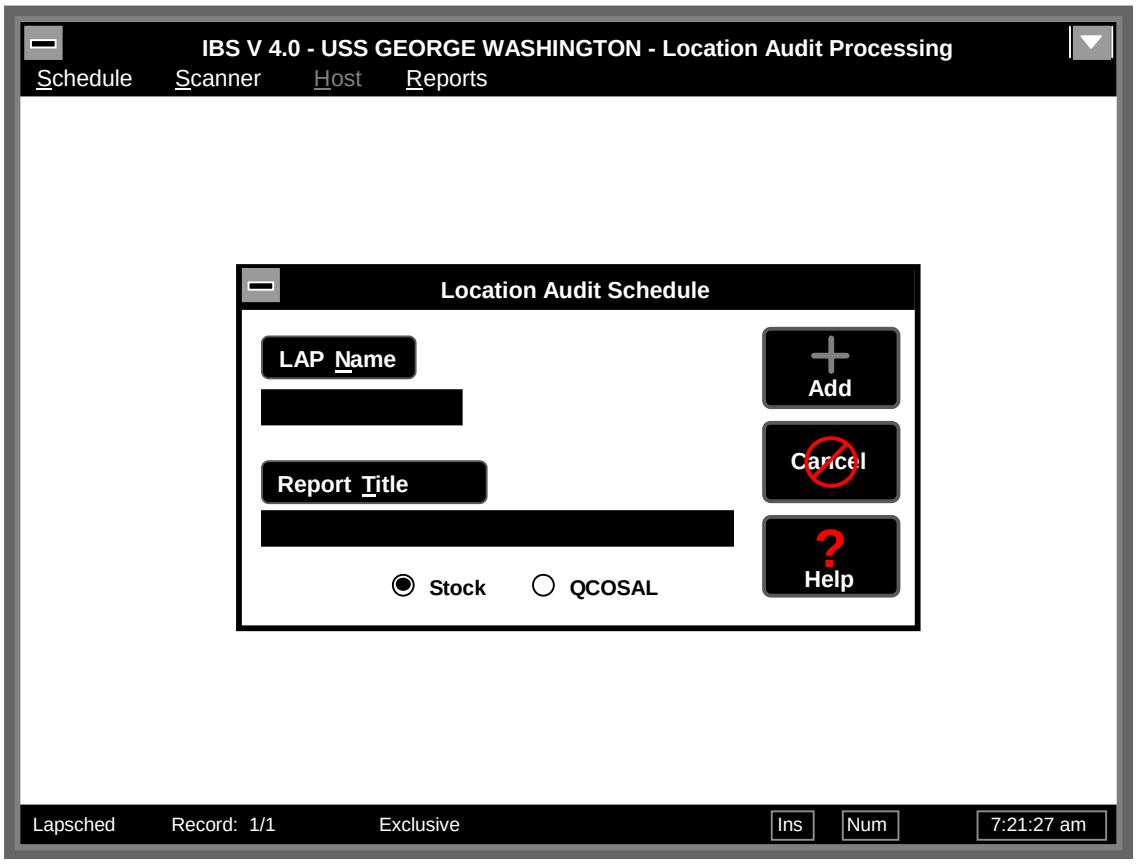

Figure 2

- Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).
- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.
- Step 3. Enter your user identification number (user ID) on the IBS Main Menu Screen.
- Step 4. Enter the password you selected for this process.
- Step 5. Then, select the Location Audit Option also on the IBS Main Menu Screen.

- ❖ Step 6. Select the Schedule Option from the Location Audit Menu Screen.
- ❖ Step 7. Select the New Option from the Schedule Submenu.
- ❖ Step 8. Enter a name for the scheduled location audit.
- ❖ Step 9. Enter a title for the output reports the system will print for this location-audit process.
- ❖ Step 10. Select the type of material you wish to process for this report: stock or Q-COSAL.
- ❖ Step 11. Review the data you entered and then select the OK Option to complete this process.
- ❖ Step 12. To continue this location-audit process, proceed to the next paragraph.

- **Issue Scanners to Team Personnel.** Distribute the scanners to the individuals that will conduct the location-audit process. They must proceed to the storerooms and select material for processing as necessary. Assign location ranges for all audit team members and then log the assignments to a tracking form. In this process, you do not transfer any BMF data to a scanner before beginning the audit. Instead, audit personnel take a scanner to the target storeroom and select items to scan, or manually key in the data. They must enter data for no more than 500 separate items to a single scanner. This allows you to safeguard data in the following cases:

  Damage to the scanner,
  Failure of the battery,
  Problems with key entry.

  To continue this location-audit process, proceed to the next paragraph.

- **Transfer Data From Scanners to the PC.**

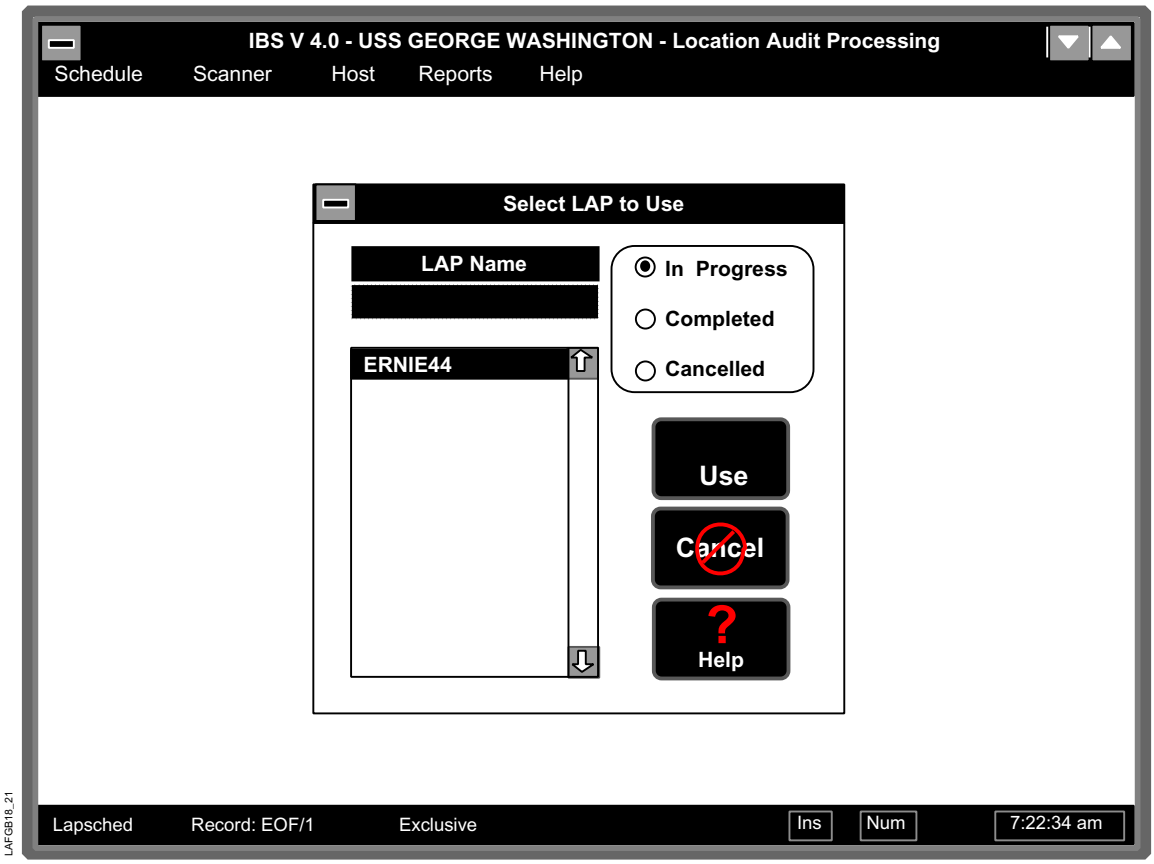

Figure 3

General. This function allows you to transfer data from scanners to the PC after audit personnel scan all records within assigned locations or if they reach the 300 record limit.

Processing. The procedures for this process are as follows:

- Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

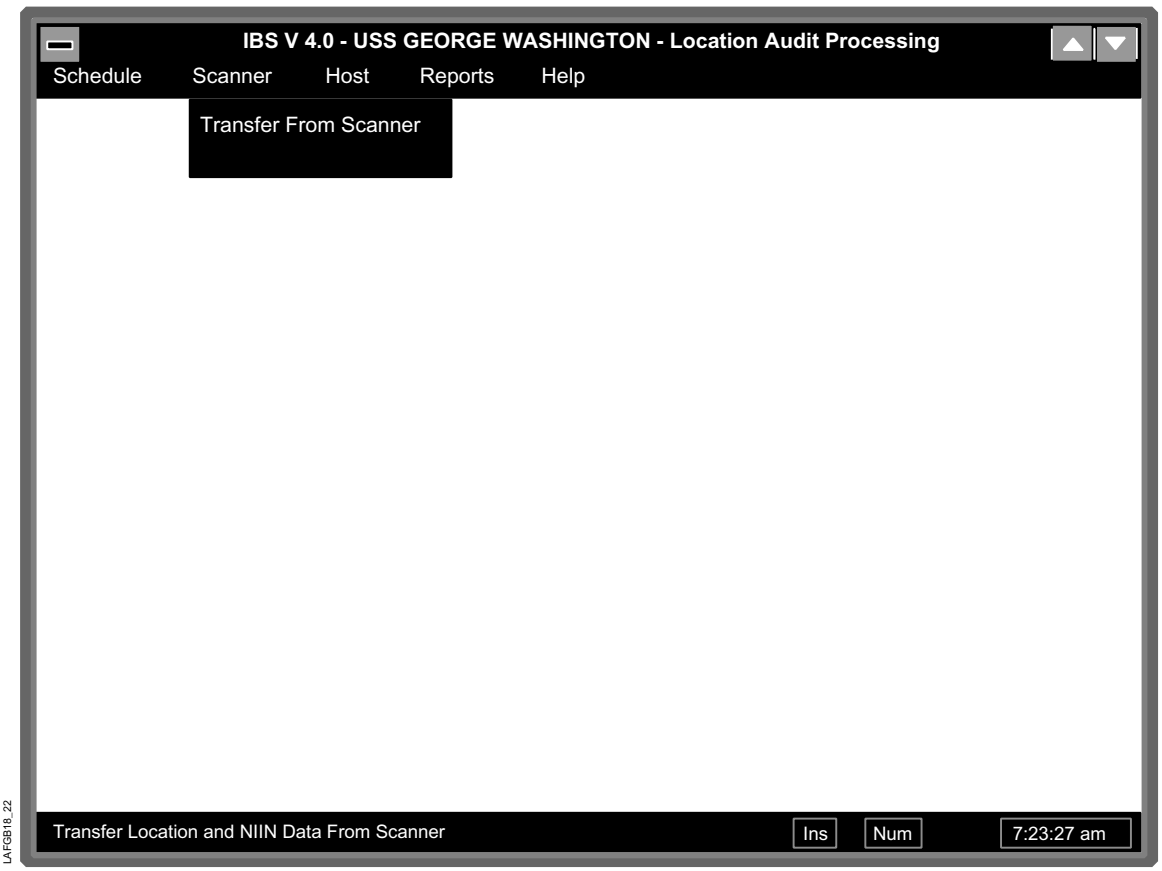

Figure 4

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user ID on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Location Audit Option also on the IBS Main Menu Screen.

- Step 6. Select the Schedule Option from the Location Audit Menu Screen.

- Step 7. Choose the Select LAP to Use Option from the Schedule Submenu.

- Step 8. Ensure the In Process Option appears in a selected mode.

- Step 9. Type in the file name of the location audit for which you wish to transfer data from a scanner to the PC or simply select it from the list on the screen.

- Step 10. Next, select the OK Option to begin the transfer of location-audit data from a scanner to the PC.

- Step 11. Select the Scanner Option from the Location Audit Menu Screen.

- Step 12. Select the Transfer From Scanner Option on the Scanner Submenu.

- Step 13. Ensure you connect the scanner-download cable securely to both the scanner and the PC, and then press numeric key 6 on the scanner.

- Step 14. The system now prompts you to decide whether you wish to transfer data from the scanner to the PC. Select the OK Option to continue this process.

- Step 15. To continue this location-audit process, proceed to the next paragraph.

• **Print the Download Report.**

General. This function allows you to print a report of the data that the system transferred for each scanner file but did not update.

Processing. The procedures for this process are as follows:

- Step 1. Select the Schedule Option from the Location Audit Menu Screen.
- Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.
- Step 3. Ensure the In Process Option appears in a selected mode.
- Step 4. Type in the file name of the location audit for which you wish to print a data-transfer report or simply select it from the list on the screen.
- Step 5. Next, select the OK Option to continue this printing process.
- Step 6. Select the Scanner Option from the Location Audit Menu Screen.
- Step 7. Select the Scanner Maintenance Option on the Scanner Submenu.
- Step 8. Ensure the Selected Location Audit Data Block shows the name of the process you wish to access and that the Selected Scanner Option appears in a selected mode.
- Step 9. Select the number that corresponds to the scanner for which you wish to print a data-transfer report; then, select the Print Option.
- Step 10. Ensure the Selected Location Audit Name and the Scanner Number data blocks show the information you selected.

- Step 11. Enter your user ID and then select the print options you require.

- Step 12. Select the Print Option once more; the program now prints the report.

- Step 13. To continue this location-audit process, proceed to the next paragraph.

- **Conduct a Manual QA Process.**

  General. This function allows quality-assurance (QA) personnel to use the Download Report to periodically verify scanner data. The Location Audit Module of the IBS Program does not have an automated QA function, so this is by necessity a manual process.

  Processing. The procedures for this process are as follows:

  - Step 1. Review data-transfer reports for the following:
    - Duplicate records,
    - Erroneous records and incorrect locations.

  - Step 2. Research all erroneous records and incorrect locations.

  - Step 3. Use data-transfer reports to randomly select records for the QA process.

  - Step 4. Have someone, other than the personnel that originally conducted the location audit, verify that the records you selected for the QA check are correct.

  - Step 5. Reject the data if the validity of records for a particular scanner is less than TYCOM standards require.

- Step 6. Conduct another audit for the same range of locations as the scanner you rejected.

- Step 7. To continue this location-audit process, proceed to the next paragraph.

- **Edit Scanner Data.**

  General. This function allows you or the leader of the QA team to correct erroneous data that personnel conducting the QA check noted but were unable to correct on the scanner.

  Processing. The procedures for this process are as follows:

  - Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

  - Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

  - Step 3. Enter your user ID on the IBS Main Menu Screen.

  - Step 4. Enter the password you selected for this process.

  - Step 5. Then, select the Location Audit Option also on the IBS Main Menu Screen.

  - Step 6. Select the Schedule Option from the Location Audit Menu Screen.

  - Step 7. Choose the Select LAP to Use Option from the Schedule Submenu.

  - Step 8. Ensure the In Process Option appears in a selected mode.

- Step 9. Type in the file name of the location audit for which you wish to correct transfer data or simply select it from the list on the screen.

- Step 10. Next, select the OK Option to continue this editing process. This allows you to access the scanner-data file you wish to correct.

- Step 11. Select the Scanner Option from the Location Audit Menu Screen.

- Step 12. Select the Scanner Maintenance Option on the Scanner Submenu.

- Step 13. Ensure the Selected Location Audit Data Block shows the name of the process you wish to access and that the Selected Scanner Option appears in a selected mode.

- Step 14. Select the number that corresponds to the scanner for which you wish to correct a data-transfer report; then, select the Edit Option.

- Step 15. Correct the data as necessary; then, select the Update Option to save the changes.

- Step 16. Select the Cancel Option to exit from this process.

- Step 17. To continue this location-audit process, proceed to the next paragraph.

• **Process Accepted and Rejected Scanner Data.**

General. This function allows you to either accept or reject data in scanner files depending on its validity rate after personnel complete quality-assurance checks.

Processing. The procedures for this process are as follows:

- Step 1. Select the Schedule Option from the Location Audit Menu Screen.

- Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.
- Step 3. Ensure the In Process Option appears in a selected mode.
- Step 4. Type in the file name of the location audit for which you wish to accept or reject transfer data or simply select it from the list on the screen.
- Step 5. Next, select the OK Option to continue this location-audit process.
- Step 6. Select the Scanner Option from the Location Audit Menu Screen.
- Step 7. Select the Scanner Maintenance Option on the Scanner Submenu.
- Step 8. Ensure the Selected Location Audit Data Block shows the name of the process you wish to access and that the Selected Scanner Option appears in a selected mode.
- Step 9. Select the number that corresponds to the scanner for which you wish to accept or reject transfer data.
- Step 10. Select the Accept or Reject Option as appropriate.
- Step 11. Select the Cancel Option to exit from this process.
- Step 12. To continue this location-audit process, proceed to the next paragraph.

- **Conduct a NIIN-match Process.**

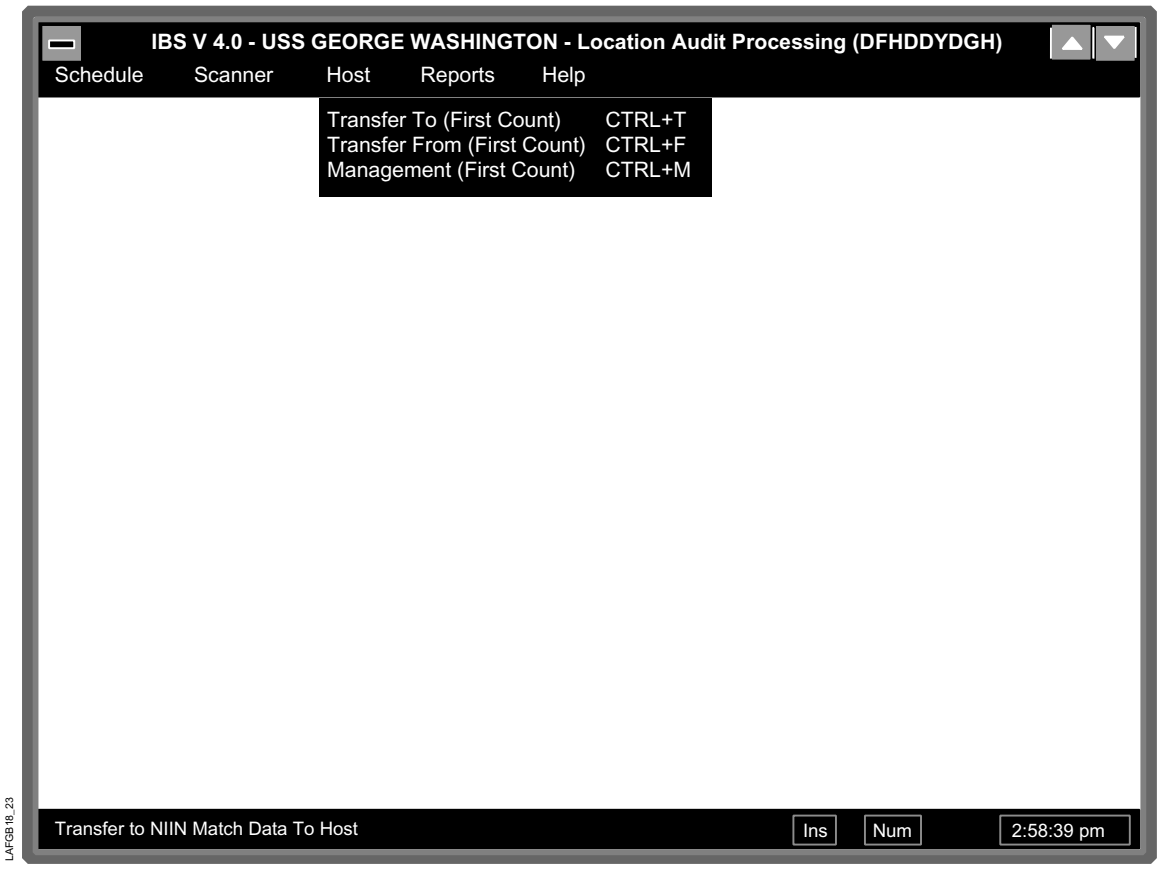

Figure 5

General. This function allows you to compare transfer data to data in the BMF.

Processing. The procedures for this process are as follows:

- Step 1. Select the Schedule Option from the Location Audit Menu Screen.
- Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.
- Step 3. Ensure the In Process Option appears in a selected mode.

- Step 4. Type in the file name of the location audit for which you wish to compare NIIN data or simply select it from the list on the screen.
- Step 5. Next, select the OK Option to continue this location-audit process.
- Step 6. Select the Host Option from the Location Audit Menu Screen. Obtain permission from the SUADPS-RT Functional Area Supervisor (FAS) and personnel in the ADP Division before you begin to transfer data to the Host computer system.
- Step 7. Select the Transfer NIIN Match to Host Option from the Host Submenu.
- Step 8. When the Emulator Transfer Screen appears, press any key to continue the transfer process.
- Step 9. When the SUADPS-RT LOGIN banner appears, enter the term L IBS and press the ENTER key to log on to the Host computer.
- Step 10. Carefully read and follow the instructions on the screen. The Host initiates the file-transfer process.
- Step 11. During the transfer process, a warning appears if the Host system finds a location-audit process already on file. The program prompts you to decide whether you wish to overwrite the process already on file. Select the Yes Option to continue this process.
- Step 12. Now, you can initiate the ADP portion of the job to match the location-audit parameters you transferred to the Host computer. Select the Yes Option to continue.
- Step 13. Next, the system prompts you to decide whether you wish to transfer data to the PC. Select the Yes Option to continue this process.

- ❖ Step 14. Press the ENTER key to access the SUADPS-RT LOGIN Banner Screen.

- ❖ Step 15. When the SUADPS-RT LOGIN banner appears, press the ALT key and alphabetic key Q at the same time to return the system to IBS. Once in IBS, the system will continue the NIIN-match process. This terminates RT-IMS processing on the Host computer. To continue this process, proceed to the next paragraph.

- **Generate Reports.**

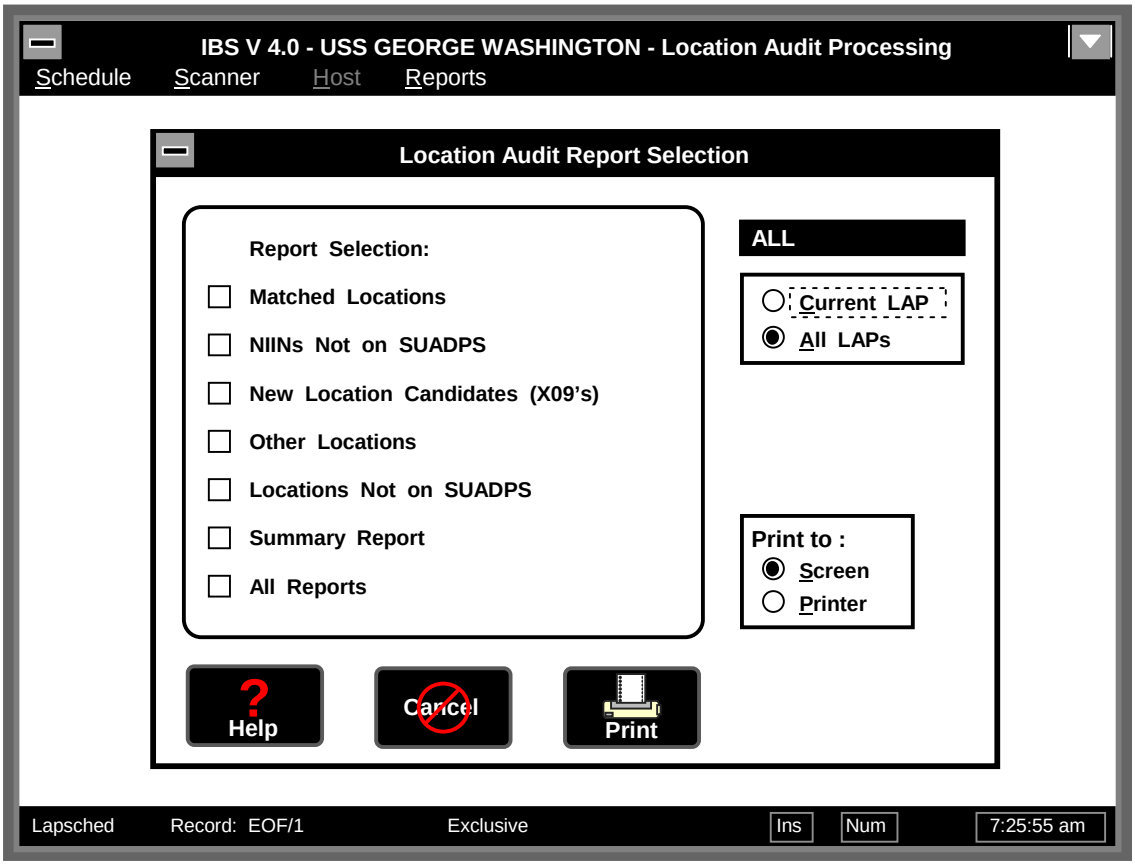

Figure 6

General. This function allows you to produce reports for a location-audit process. These reports contain all records that are on location-audit files. The IBS Program allows you to select to print these reports at any point after you transfer data from the last scanner and update the PC.

Processing. The procedures for this process are as follows:

- Step 1. Select the Schedule Option from the Location Audit Menu Screen.
- Step 2. Choose the Select LAP to Use Option from the Schedule Submenu.
- Step 3. Ensure the In Process Option appears in a selected mode.
- Step 4. Type in the file name of the location audit for which you wish to print reports or simply select it from the list on the screen.
- Step 5. Next, select the OK Option to continue this location-audit process.
- Step 6. Select the Reports Option from the Location Audit Menu Screen.
- Step 7. Select the reports you require from those on the screen.
- Step 8. Select to use data from the current process or from all location audits for these reports.
- Step 9. Select whether you wish to send data to the printer or to the screen for viewing only.
- Step 10. Select the Print Option to begin to generate reports.
- Step 11. To continue this location-audit process, proceed to the next paragraph.

- **Research and Correct Reports.** This function allows you to research erroneous records and correct them, when necessary.

  Specific Reports. The procedures that are unique to individual reports are as follows:

  - **Discrepancy Report.** Look for records that have a new location that differs from the old location by only a single digit. If this is the case, it generally indicates that the new location is erroneous. This occurs when an individual forgets to close out a location on the scanner before moving to the next location. A large number of records in this condition would suggest that personnel did not conduct a proper QA check.

  - **New Locations Report.** Review the records on this listing to ensure that all of the locations meet the ship's location configuration and that none are erroneous.

  - **NIINs Not on SUADPS Report.** Query the BMF to try to locate the records. If the records are on the BMF, compare them to the ML-N, ML-C, Parts Master, FEDLOG, or have audit-team personnel return to the location and verify the NSN.

  All Reports. The procedures that are common to all reports are as follows:

  - Step 1. Compare valid NSN numbers not on the BMF to all allowance listings. If they appear on any of the listings, establish them on the BMF with the appropriate allowance type code. In addition, ensure you check for substitute relationships.

  - Step 2. Establish records on the BMF for items that have valid NSN numbers as AT Code 6 or 7 material. This will depend on the extended money value (EMV) of the on-hand quantity. Use the SUADPS-RT BMF Change or

Establish Function for this purpose. Remember also to process an adjustment for the on-hand quantity.

- ✥ Step 3. Remove the material, for which your research proved inconclusive, from its location for further research.

- ✥ Step 4. Verify all discrepancies by going to the locations and determining the validity of the records on the listing. Do this only when the number of discrepancies is small enough for you to verify 100% of the locations.

- ✥ Step 5. To continue this location-audit process, proceed to the next paragraph.

- **Edit Output Data.** As a result of the research you performed, edit the DI X09 File as necessary to reflect any changes. The IBS Program automatically generates adjustment transactions for all items that personnel found in new locations during the audit. If the number of changes is small, process them through SUADPS-RT interactively instead of transferring the file to the Host for batch processing. You can edit data in the DI X09 File that the IBS Program generated to include any changes that are the result of your research. Use the Line Editor Function to accomplish this process. To continue this location-audit process, proceed to the next paragraph.

- **Transfer Adjustment Data to the Host.**

  General. This function allows you to transfer data to the Host for batch processing after completing all corrections to the DI X09 File. The IBS Program will generate a location-changes work file for batch processing.
  Processing. The procedures for this process are as follows:

  - ✥ Step 1. Enter the term WIN. This allows you to access the Windows Menu Screen from the DOS prompt (C:>).

  - ✥ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user ID on the IBS Main Menu Screen.
- Step 4. Enter the password you selected for this process.
- Step 5. Then, select the Location Audit Option also on the IBS Main Menu Screen.
- Step 6. Choose the Select LAP to Use Option from the Schedule Submenu.
- Step 7. Ensure the In Process Option appears in a selected mode.
- Step 8. Type in the file name of the location audit to which you wish to transfer data or simply select it from the list on the screen.
- Step 9. Next, select the OK Option to continue this location-audit process.
- Step 10. Select the Host Option from the Location Audit Menu Screen. Obtain permission from the SUADPS-RT Functional Area Supervisor (FAS) and personnel in the ADP Division before you begin to transfer data to the Host computer system.
- Step 11. Select the Transfer Adjustment Records to Host Option from the Host Submenu. Once the transfer process is complete, the system returns to the Location Audit Menu Screen. This concludes the location-audit process.